

In 2015 the EITI implementation in Azerbaijan will be mainly focused on successful country validation, continued adaptation of the EITI implementation with the Standard, improving readability and comprehensibility of the EITI reports for population, awareness-raising and public education about EITI, upholding effective dialogue among government, civil society and companies.

Updated: 25.12.2015

Priorities for 2015	Action steps	Estimated implementation date	Note	Actual implementation date	Responsible party/ies	Funding source	Allocated funds	Implementation status	Capacity constraints	Outcome	
1. Preparation, disclosure of the EITI Report and Activity Report for 2013 in accordance with the EITI Standard and their publication in a single document	2013 EITI report*	1.1. Collect contextual information		July 10	Secretariat ³ , Auditor ⁴ , MSG ⁵	SOFAZ ⁶	AZN 4.995	Completed	Not exist	Informing the public about revenues from extractive industries, enhancing the content and increasing the volume of EITI reports, increasing benefits and easing the use of the EITI data	
		1.2. Discuss and approve contextual information	January 12 - May 1		MSG	No funding required		Completed	Not exist		
		1.3. Approve the Auditor's report	May 1-15	Upon implementation of Action 1.1-1.2	July 16	Auditor, MSG	No funding required		Completed		Not exist
		1.4. Place the Government's report, Auditor's report and companies' individual reports on the websites of the EITI Azerbaijan, SOFAZ, the Coalition ⁶ and the International Secretariat	May 15-20	Within 3 days of implementing Action 1.3	July 20	Secretariat	No funding required		Completed		Not exist
		1.5. Publish the Government's final report in the official government newspaper			August 6	Secretariat	SOFAZ	AZN 400	Completed		Not exist
		1.6. Present the NGO Coalition's opinion	May 15 - June 15	Within one month of implementing Action 1.3	November 23	Coalition	No funding required		Completed		Not exist
		1.7. Place the report figures on the EITI website in the form of a separate e-file	May 15-29	Within 14 days of implementing Action 1.3	December 30	MSG, Secretariat	No funding required		Completed		Not exist
		1.8. Prepare/ fill in standard electronic report drafted by the International Secretariat and submit it back to the Secretariat			September 9	Auditor, Secretariat	No funding required		Completed		Not exist
		1.9. Prepare a summary of the EITI report in order to maintain readability and comprehensibility for population considering the inclusion of new information to the report	June 20-22		December 25	MSG	No funding required		Completed		Not exist
		1.10. Discuss the draft document to be printed, combining EITI report and Activity Report	June 15 - August 3		December 25	MSG, Secretariat	No funding required		Completed		Not exist
		1.11. Publish the EITI report (2013) and the Activity report (2013) in a single document		Was included to the 2016 Work Plan		Secretariat	SOFAZ		Not completed		Not exist
		1.12. Presentation of the report to public	August 3-10	Was included to the 2016 Work Plan		Coalition, Secretariat	SOFAZ		Not completed		Not exist
2. Successful EITI validation of Azerbaijan	Validation	2.1. Commence the Validation		January 1	Validator, MSG, Secretariat	International Secretariat		Completed	Not exist	Preserving the compliant membership status of Azerbaijan	
		2.2. Initial inspection	January 1 - February 3		January 1 - February 3	Validator, MSG, Secretariat	International Secretariat		Completed		Not exist
		2.3. Hold meetings with Validator and coordinating support for collecting the necessary information	February 3-14		February 3-14	Secretariat, MSG	International Secretariat		Completed		Not exist
		2.4. MSG meeting with the Validator. Presentation of the Validator on initial findings	February 13		February 13	MSG, Secretariat, Validator	SOFAZ		Completed		Not exist
		2.5. Submission the draft validation report	February 15		February 17	Validator	No funding required		Completed		Not exist
		2.6. Submission opinions on the draft Validation report by the MSG and the Validation Committee	February 27	Within 12 days of implementing Action 2.5 should be presented to the Validator	February 27	MSG, Secretariat	No funding required		Completed		Not exist
		2.7. Presentation of the final validation report to the EITI Board and MSG	March 6		March 6	Validator	No funding required		Completed		Not exist
3. Organizing a training for the Company Group to increase the quality of EITI reporting		3.1. Discuss and approve the training program, define the training participants	April 20-30		July 23	Secretariat, Company Group ⁷ , MSG	No funding required	Completed	Not exist	Enhancing competency of the companies in filling out the EITI reporting templates and increasing quality of the EITI reporting	
		3.2. Conduct the training	May 7-21		July 30	Secretariat, Company Group	SOFAZ	AZN 500	Completed		Not exist
		4.1. Discuss and approve the Terms of Reference for the Auditor	May 15 - July 15	Within two month of implementing Action 1.3	November 6	MSG	No funding required	Completed	Not exist		
		4.2. Collect contextual information			November 1	Secretariat, MSG, Auditor	SOFAZ	AZN 4.995	Completed		Not exist

4. Preparation, disclosure of the EITI Report and Activity Report for 2014 in accordance with the EITI Standard and their publication in a single document	2014 EITI report	4.3. Check the materiality of payments by companies to the State Social Protection Fund (SSPF) for 2014			December 25	MSG, Secretariat	No funding required		Completed	Not exist	Informing the public about revenues from extractive industries, enhancing the content and increasing the volume of EITI reports, increasing benefits and easing the use of the EITI data
		4.4. Discuss and approve contextual information			December 25	MSG	No funding required		Completed	Not exist	
		4.5. Send reporting templates to local and foreign companies	May 15-22		July 24	Secretariat	No funding required		Completed	Not exist	
		4.6. Submit the Government's, local and foreign companies' reports to the Auditor	May 18 -June 22	Within one month of implementing Action 4.5	August 28	Committee ⁶ , Company Group	No funding required		Completed	Not exist	
		4.7. Conduct the reconciliation process	June 22 -August 21	Within two month of implementing Action 4.6	December 25	Auditor	SOFAZ	AZN 22.590	Completed	Not exist	
		4.8. Present Auditor's reconciled report, companies' individual reports and Government's report to the MSG	September 1-8	Upon implementation of Actions 4.4 and 4.7	December 25	Auditor, MSG	No funding required		Completed	Not exist	
		4.9. Initial comments of the MSG to the Auditor's report	September 3-17	Was included to the 2016 Work Plan		MSG	No funding required		Not completed		
		4.10. Presentation and approval of Auditor's final Report (covering MSGS comments)	September 10-17	Was included to the 2016 Work Plan		Auditor, MSG	No funding required		Not completed		
		4.11. Place Government's report, Auditor's report and companies' individual reports on the websites of the EITI Azerbaijan, SOFAZ, Coalition and International Secretariat	September 17-22	Was included to the 2016 Work Plan		Secretariat	No funding required		Not completed	Not exist	
		4.12. Publish Government's final report in the official government newspaper		Was included to the 2016 Work Plan		Secretariat	SOFAZ	AZN 500	Not completed	Not exist	
	4.13. Presentation of the NGO Coalition's opinion	September 10 - October 12	Was included to the 2016 Work Plan		Coalition	No funding required		Not completed	Not exist		
	Annual Activity report ⁶	4.14. Conduct preliminary discussions on the Activity report.	April 15 - May 15		May 15	MSG	No funding required		Completed	Not exist	
		4.15. Prepare the draft text of the report			June 15	MSG, Secretariat	No funding required		Completed	Not exist	
4.16. Send required information and materials to the Secretariat		April 15 - June 15		June 29	Coalition, Company Group, Committee	No funding required		Completed	Not exist		
4.17. Approve the final text of the report, place it on the EITI Azerbaijan website		June 15-22		June 29	MSG, Secretariat	No funding required		Completed	Not exist		
4.18. Discuss the draft document combining the EITI report and Activity report.		October 1 - December 29	Was included to the 2016 Work Plan		MSG, Secretariat	No funding required		Not completed	Not exist		
4.19. Publish the EITI report (2014) and Activity report (2014) in a single document	Was included to the 2016 Work Plan			Secretariat	SOFAZ		Not completed	Not exist			
5. Improving readability and comprehensibility of the EITI reporting	5.1. Prepare a summary of the EITI report in order to maintain readability and comprehensibility for population considering the inclusion of new information to the report	September 22 - October 22	Was included to the 2016 Work Plan		MSG	No funding required		Not completed	Not exist		
	5.2. Conduct researches on determination of the capacity for improving national reporting based on comparison of EITI countries' reporting experience in accordance with EITI Standard	June-December		December 25	Coalition	No funding required		Completed			
6. Conduction meetings on exchange of experience, outreach within country and abroad for the EITI implementation in Azerbaijan	6.1. Deliver the Report to public	Throughout the year	Was included to the 2016 Work Plan		Secretariat, Coalition	SOFAZ, International Donor organizations		Not completed	Not exist	Raising public awareness about EITI implementation in Azerbaijan, promotion of EITIs general philosophy and Azerbaijan's EITI report, exchange of experiences with other countries	
	6.2. Prepare and publish special print materials (brochures, booklets, books)	Throughout the year			Secretariat, Coalition	SOFAZ, International Donor organizations		Completed	Not exist		
	6.3. Place the materials on the website and distribute hard copies	Throughout the year			MSG, Secretariat, Coalition	No funding required		Completed	Not exist		
	6.4. Participate at the EITI events held abroad (conferences, workshops, trainings, exhibitions, exchange programmes, etc.)	Throughout the year			MSG, Secretariat	SOFAZ, International Donor organizations		Completed	Not exist		
	6.5. Regularly upgrade and update the EITI Azerbaijan official website	Throughout the year			Secretariat	No funding required		Completed	Not exist		
	6.6. Conduct round-table discussions and deliver lectures at universities	Throughout the year		October	Coalition, Secretariat	International and Local Donor organizations, Company Group		Completed	Not exist		
	6.7. Conduct round-table discussions in regions, on central and regional TV channels	Throughout the year		April	Coalition, Secretariat	International and Local Donor organizations, Company Group		Completed	Not exist		
7. Improving the MSG's internal management	7.1. Prepare and approve Code of Conduct for the MSG	November of 2015	Was included to the 2016 Work Plan		Coalition, MSG	International and Local Donor organizations		Not completed	Not exist	Improving management, increasing reporting and transparency on MSG's activity	
	7.2. Prepare proposals on "Rules on prevention the conflict of interests in the MSG"	December of 2015		December 25	MSG	International and Local Donor organizations		Completed	Not exist		
	7.3. Reporting of the Azerbaijan EITI Secretariat	Regularly		December 25	Secretariat	No funding required		Completed	Not exist		

- ¹ Annual report covering reconciliation of Government's and extractive companies' reports by the Auditor, analysis as well as explanation of differences and contextual information
- ² Annual report on EITI Implementation in the country and MSG's annual activities
- ³ Azerbaijan's EITI Secretariat
- ⁴ The audit firm conducting reconciliation of EITI reports and preparing the final report. By MSG's decision, the Auditor for reconciliation of the EITI reports is selected for a 3-year term. Moore Stephens was selected by MSG as the Auditor in 2013 to reconcile the EITI reports for 2012, 2013 and 2014.
- ⁵ Multi-stakeholder group with equal representation from three EITI parties (Government, companies, NGO's Coalition)
- ⁶ The Coalition of Azerbaijan Non-Government Organizations for Improving Transparency in Extractive Industries
- ⁷ Local and foreign companies operating Azerbaijan's extractive industry
- ⁸ Government Committee established by the ordinance of the Cabinet of Ministers of the Republic of Azerbaijan
- ⁹ State Oil Fund of the Republic of Azerbaijan

The Work Plan was approved at the MSG meeting dated 03.04.2015. Agreed updates and amendments to the Work plan by MSG members are made on a monthly basis.