

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	1 February	26 January	MSG	SOFAZ	34316 AZN	Executed	Not exist	The report was approved by the MSG with the condition that SOCAR's data will be included to the report.
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 February	The reports were published on 27 January on websites, on 20 March in the newspaper.	Secretariat, Coalition	SOFAZ	500 AZN	Executed	Not exist	Initial EITI report was published after MSG approval. Upon receiving data from SOCAR the report was updated on the website. Publication of Government report on state newspaper costed 479 AZN
1.1.1.3	The presentation of the Opinion of the NGO Coalition for the MSG	12 February	15 April	Coalition	No funding required	No funding required	Executed	Not exist	Coalition sent its Opinion to the MSG via e-mail on 20 February. Afterwards SOCAR's data was included into the report. Coalition presented its Opinion on 15 April at the MSG meeting and according to the MSG decision Coalition sent "Review of the Coalition Council on the amendments to 2014 EITI Report following the submission of ITEI NGO Coalition Opinion" via e-mail to the MSG
1.1.1.4	Posting the data in the report within a separate electron file on the webpage of the EITI Azerbaijan	1 March	1 February	MSG, Secretariat	No funding required	No funding required	Executed	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	1 March	28 June	Auditor, Secretariat	No funding required	No funding required	Executed	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 February	20 April - 10 June	MSG,Secretariat	No funding required	No funding required	Executed	Not exist	Text of reports was sent to design company on April 20. Changes on both reports were made until July 10
1.1.2.2	The publication of the 2014 EITI Annual Report and the Activity Report in a joint document	19 February	22 August	Secretariat	SOFAZ	16909	Executed	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	26 May	Secretariat	No funding required	No funding required	Executed	Not exist	Draft Terms of Reference was discussed at the MSG meeting on 15 April and was approved via e-mail on 26 May.
1.2.1.2	The discussion of and the agreement on the Terms of Reference for the Auditor	14 June	28 May	MSG	SOFAZ	90 AZN	Executed	Not exist	The announcement was published both on the web-sites of SOFAZ and Azerbaijan EITI and in the state newspaper.
1.2.1.3	Checking the materiality of the payments from companies to the State Social Protection Fund for 2016	1 July	5 December	MSG, Secretariat	No funding required	No funding required	Executed	Not exist	The Secretariat appealed by official letter on august and november. The information was received by the Secretariat on first half of the december
1.2.1.4	Updating the Reporting Templates	14 June	15 April	MSG, Working group	No funding required	No funding required	Executed	Not exist	MSG did not see any necessity to update reporting templates
1.2.1.5	Sending the Reporting Templates to the local and foreign companies	30 June	14 July	Secretariat	No funding required	No funding required	Executed	Not exist	Reporting forms was sent to local and foreign extractive companies by the Azerbaijan EITI Secretariat on July 14
1.2.1.6	The submission of the reports of the Government, foreign and local companies	1 August	1 october	Commission, Group of Companies	No funding required	No funding required	Executed	Not exist	There were delays on delivering reports of the local and foreign extractive companies to the Independent Administrator
1.2.1.7	Presentation of the Inception report to the MSG	22 August	22 August	Auditor, MSG	No funding required	No funding required	Executed	Not exist	The Inception report was presented at the MSG meeting
1.2.1.8	Presenting the Auditor Report (Presenting the Auditor report on reconciliation of the individual reports of companies and the government report to the MSG)	3 October	10 October	Auditor, MSG	No funding required	No funding required	Executed	Not exist	Auditor presented the draft 2015 EITI Report at the MSG meeting (October 10)

1.2.1.9	Preliminary comments by the parties to the MSG on the Auditor Report	14 October	10 October	MSG	No funding required	No funding required	Executed	Not exist	Azerbaijan EITI Secretariat sent by email the draft 2015 EITI Report to the MSG on October 7 and MSG made comments on the draft report on October 10 (at the MSG meeting)
1.2.1.10	Presentation and approval of the final version of the Auditor Report (with the consideration of the comments of the MSG)	15 November	30 December	Auditor, MSG	SOFAZ	60000 AZN	Executed	Not exist	Report was published until end of the year by the MSG's decision on December 20
1.2.1.11	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 November		Secretariat, Coalition	SOFAZ	500 AZN	Not executed (It was added to the 2017 Work Plan)	Not exist	
1.2.1.12	Presentng the MSG the Opinion of the NGO Coalition	15 November		Coalition	No funding required	No funding required	Not executed (It was added to the 2017 Work Plan)	Not exist	
1.2.1.13	Posting the data from the report on the webpage of the EITI, within an electronic file	1 December		MSG,Secretariat	No funding required	No funding required	Not executed (It was added to the 2017 Work Plan)	Not exist	
1.2.1.14	Filling in the form of the electronic reporting standardized by the International Secretariat	1 December		Auditor, Secretariat	No funding required	No funding required	Not executed (It was added to the 2017 Work Plan)	Not exist	
1.2.2. The 2015 Activity Report									
1.2.2.1	Holding preliminary discussions on the Activity Report	1 April	4 March	MSG	No funding required	No funding required	Executed	Not exist	The Secretariat requested MSG to send information to be included to the Progress report on 4 March
1.2.2.2	Sending relevant information and materials to the Secretariat	2 May	20 June	MSG	Maliyyə tələb olunmur	No funding required	Executed	Not exist	The Secretariat received final information on 20 June.

1.2.2.3	Preparing the draft text of the report	1 June	29 June	Secretariat	No funding required	No funding required	Executed	Not exist	Final draft of the report was presented to the MSG on 29 June. Both company and government members approved that they do not have any comments to the document. On 30 June the report was presented to the Coalition Council, their comments were included to the document and the report was agreed among all MSG parties.
1.2.2.4	Approving the final draft of the report, publishing it on the webpage of the EITI Azerbaijan	1 July	1 July	Secretariat,MSG	No funding required	No funding required	Executed	Not exist	The report was firstly place on the EITI Azerbaijan website in English.
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 December		Coalition, MSG	Grants allocated for the NGO projects	Grants allocated for the NGO projects	Executed	Not exist	The "electronic reporting system in EITI countries and possibility of its implementation in Azerbaijan" was researched by the Secretariat and presented at the MSG meeting on August 22. Research on quasi-fiscal expenditures researched by MSG member A.Mehtiyev and presented at the MSG on December 5.
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	1 December		MSG	No funding required	No funding required	Not executed (It was added to the 2017 Work Plan)	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 December		Secretariat	SOFAZ	To be determined	Not executed (It was added to the 2017 Work Plan)	Not exist	
1.3.Summary Reports									

1.3.1	Determining the content of the 2013 and 2014 Summary Reports in the Working Group	15 January	13 January	Working Group, Secretariat	No funding required	No funding required	Executed	Not exist	Due to time constraint it was suggested by the Working group to cancel the preparation of the 2013 Summary report. Suggestion was accepted by the MSG.
1.3.2	Reviewing of the draft versions in the Working Group	15 February	15 February	Working Group	No funding required	No funding required	Executed	Not exist	Draft version was reviewed in the Working group with the participation of designer.
1.3.3	Approving the draft versions	15 February	15 February	MSG	No funding required	No funding required	Executed	Not exist	Final draft of the 2014 Summary report was approved in the Working group and MSG.
1.3.4	Preparing reports in a modern design, editing texts in two languages and publishing them	19 February	19 February	Secretariat	SOFAZ	5000 AZN	Executed	Not exist	Printing of the 2014 Summary report was completed in both languages with the budget of 6844 AZN.
1.3.5	Determining the content of the 2015 Summary Report in the Working Group	14 October		Working Group, Secretariat	No funding required	No funding required	Not executed (It was added to the 2017 Work Plan)		
1.3.6	Reviewing of the draft version in the Working Group	15 November		Working Group	No funding required	No funding required	Not executed (It was added to the 2017 Work Plan)		
1.3.7	Approving the draft version	18 November		MSG	No funding required	No funding required	Not executed (It was added to the 2017 Work Plan)		
1.3.8	Preparing the report in a modern design, editing texts in two languages and publishing them	30 December		Secretariat	SOFAZ	5000 AZN	Not executed (It was added to the 2017 Work Plan)		
1.4. Preparation of the roadmap on beneficial ownership disclosures									
1.4.1	Selection of a company to prepare a roadmap on disclosure of beneficial ownership in extractive industries	29 June	29 June	MSG	No funding required	No funding required	Executed	Not exist	The request for proposals on preparation of a roadmap on beneficial ownership disclosures started on 14 June. The winner (Baker & McKenzie CIS) was determined at the MSG meeting.
1.4.2	The presentation of the first draft to the MSG	20 September	20 September	Executive company, MSG	No funding required	No funding required	Executed		The Executive company presented the first draft to the MSG by email on September 20

1.4.3	Comments of the MSG to the draft roadmap	14 October	10 October	MSG	No funding required	No funding required	Executed		The first draft of the BO Roadmap was discussed and the MSG members made comments at the MSG meeting on October 10
1.4.4	Presentation of the final roadmap to the MSG and its approval	30 October	5 December	Executive company, MSG	SOFAZ	20,886	Executed		The final version of the document was presented at the MSG meeting on December 5 and approved by the MSG
1.5. Ensuring the public informedness and increasing public debates									
1.5.1	Round-table discussions at universities and delivering lectures	Year-round		Coalition, Secretariat	Maliyyə tələb olunmur	No funding required	Not executed (It was added to the 2017 Work Plan)	Not exist	
1.5.2	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 executed (It was added to the 2017 Work Plan)	Not exist	
1.5.3	Regularly improving and updating the webpage of the EITI Azerbaijan	Year-round	Year-round	Secretariat	No funding required	No funding required	Executed	Not exist	
1.5.4	An event to present the 2013 and 2014 EITI reports to the public	2 May	12 October	Secretariat,MSG	No funding required	No funding required	Executed	Not exist	http://www.eiti.az/index.php/en/news/112-latest-news/2016/671-mhst-metbuat-konfransi-1
1.5.5	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 executed (It was added to the 2017 Work Plan)	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	1 April		MSG	No funding required	No funding required	Not executed (It was added to the 2017 Work Plan)	Not exist	
2.2.	Preparing capacity-building programs for the state bodies	30 December		MSG, World Bank	World Bank	Issues concerning the project under consideration	Not executed (It was added to the 2017 Work Plan)	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 December		MSG, World Bank	World Bank	Issues concerning the project under consideration	Not executed (It was added to the 2017 Work Plan)	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 December		MSG, World Bank	World Bank	Issues concerning the project under consideration	Not executed (It was added to the 2017 Work Plan)	Not exist	
2.5.	Conducting a complete study of the experience of the relevant state bodies having been audited	30 December		MSG, World Bank	World Bank	Issues concerning the project under consideration	Not executed (It was added to the 2017 Work Plan)	Not exist	
2.6.	Before reporting, holding a seminar for the relevant representative of the Group of Companies	30 June	22 July	Auditor, Working Group, Secretariat	The Group of Companies	2000 AZN	Executed	Not exist	No funding was spent to the project as the seminar was held in the SOFAZ Tower. Besides companies and Coalition members government representatives also took part in the seminar.
2.7.	Studying the international experience over the EITI electronic reporting	1 April		Secretariat, MSG	No funding required	No funding required	Executed	Not exist	It was researched and presented to the MSG by Secretariat
2.8.	Analyzing the current electronic systems of the Azerbaijani government, perform a study of the application of the electronic reporting in Azerbaijan.	1 June		Secretariat, MSG	No funding required	No funding required	Executed	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	1 April	22 August	MSG	No funding required	No funding required	Executed	Not exist	The Code of Conduct was approved at the MSG meeting
3.2. Ensuring the active participation of the civil society in the EITI									
3.2.1	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	Executed	Not exist	The activities of the Coalition and difficulties in their participation in the process was discussed at the MSG meetings held in 2016. In the first part of the year 4 MSG meetings were held (26 January, 15 April, 29 June, 4 July) and in all of them the ways to improve civil society conditions were discussed. As a result of the efforts, most of the problems reached
	a) Civil society representatives are able to engage in public debate related to the EITI process and express opinions about the EITI process without restraint, coercion or reprisal.	Year-round		Commission, Coalition, Secretariat	World Bank	Issues concerning the project under consideration	Executed	Not exist	
	b) Civil society representatives are able to operate freely in relation to the EITI process.	Year-round		MSG	No funding required	No funding required	Executed	Not exist	
	c) Civil society representatives are able to communicate and cooperate with each other regarding the EITI process.	Year-round		MSG, Secretariat	Grants allocated for the NGO projects	Grants allocated for the NGO projects	Executed	Not exist	

	d) Civil society representatives are able to be fully, actively and effectively engaged in the design, implementation, monitoring and evaluation of the EITI process	Year-round		Comission, MSG	World Bank	No funding required	Executed	Not exist	solution. More detailed information can be found in the Progress report.
	e) Civil society representatives are able to speak freely on transparency and natural resource governance issues, and ensure that the EITI contributes to public debate.	Year-round		Commission, MSG	Grants allocated for the NGO projects	No funding required	Executed	Not exist	
3.2.2.	Holding meetings between the EITI member extractive companies and Coalition members	Year-round		Coalition, companies	No funding required	No funding required	Executed	Not exist	The seminar on reporting held on 22 July was a good platform for both companies and civil society members to discuss ongoing issues.
3.2.3	Holding a meeting between the Government and the Coalition Council	Year-round		Commission, Coalition, Secretariat	No funding required	No funding required	Executed	Not exist	Between EITI Commission's and NGO Coalition's members (besides MSG meetings) held meetings at various platforms
II. Other activities with regard to the EITI implementation process in Azerbaijan									
1	Preparation for the Validation by the Secretariat	15 April	1 July	MSG, Secretariat	No funding required	No funding required	Executed	Not exist	According to the decision of the EITI Board, Validation started in Azerbaijan on 1 July. All necessary documents were prepared and meetings were organized.
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 February	19 February	MSG, Secretariat	SOFAZ	20000 AZN	Executed	Not exist	Delegation consisting of 10 members participated in the Peru Conference. Azerbaijan exhibited different national souvenirs, video materials and reports in the National Exhibition. Total budget spent was 9872 AZN.