

## 2012 Work Plan for implementation of Extractive Industries Transparency Initiative (EITI) in the Republic of Azerbaijan

*Agreed by the Multi-Stakeholder Group (MSG) (Government Commission, NGO Coalition, local and foreign companies operating in extractive industries)*

Purpose	Actions	Implementation period	Executor	Expected Outcome
1. Preparation and disclosure of the annual EITI report covering year 2011	1.1. Placing a tender announcement in the official government newspapers and the website of the State Oil Fund about the selection of internationally recognized auditor for collation of EITI reports	January 23rd	EITI Secretariat	Informing the community about the country's revenues from extractive industries
	1.2. Sending invitation letters to the internationally recognized auditors to participate in tender	January 24th	Government Commission, EITI Secretariat	
	1.3. Selection of auditor for collation and analysis of EITI reports	February 14th	MSG	
	1.4. Sending reporting forms to local and foreign companies	February 23rd	Government Commission, EITI Secretariat	
	1.5. Signing agreement with the auditor	February 21st	Government Commission	
	1.6. Deadline for submission of Government's, local and foreign companies' reports to the selected auditor	March 15th	Government Commission, Companies Group	

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	1.7. Disclosure of EITI report and the auditor's opinion, publication of the report in the official state newspapers and on the websites of the State Oil Fund, the EITI Secretariat of Azerbaijan Republic, NGO Coalition and International Secretariat of EITI	May 31st	MSG, Auditor EITI Secretariat, NGO Coalition	
	1.8. NGO Coalition's presentation of its opinion about the annual reports to the MSG members, discussion of the reports and making appropriate decisions by MSG	June 20th	MSG, NGO Coalition, Auditor	
	1.9. Publication of the Government EITI report, Independent Accountant's report and NGO Coalition's opinion in a newly designed single document	June 28th	EITI Secretariat	
	1.10 Discussion of the EITI report outcomes on TV channel	June 29th	MSG	
2. Preparation and publication of the annual report covering EITI activities in Azerbaijan during year 2011	2.1. Discussion EITI annual report	May 7th	MSG	Reporting to the community about the EITI activities during the 2011 year
	2.2. Disclosure and placement of the approved report at the EITI Azerbaijan web site	March 31st	EITI Secretariat	
3. Development of EITI in Azerbaijan	3.1. Discussion of proposals to the Memorandum prepared by the Working group	January 16th	MSG	Expansion and deepening of EITI implementation in Azerbaijan
	3.2. Signing of a new Memorandum	II quarter	MSG	

Purpose	Actions	Implementation period	Executor	Expected Outcome
4. Outreach initiatives to increase awareness about EITI in Azerbaijan and abroad	4.1. Selection of journalist competition winners	February 15th	MSG	Increased awareness about EITI process in local and international society, peer learning
5. Share of experience at international level	5.1 Participation at the EITI events abroad (conferences, seminars, trainings, exhibitions, exchange programs and etc.)	In the course of year	MSG, EITI Secretariat, NGO Coalition	Dissemination at the international level of information on the implementation of EITI in Azerbaijan, learning foreign experience
6. Conduction fo EITI international conference in Azerbaijan	6.1 Discussion of issues regarding the conduction of conference	February 14th	MSG	Dissemination of information on Azerbaijan's experience in EITI implementation, expansion of international relations among MSGs, acquaintance with EITI experience of other countries
7. Raising awareness of Azerbaijan's community about EITI	7.1 Round tables at Universities	In the course of Year	MSG, EITI Secretariat, NGO Coalition	Publication of wide information on EITI in media
	7.2 Round tables in regions	In the course of Year		Raising awareness of citizens
	7.3 Round tables on central and regional TV channels	In the course of Year		
	7.4 Preparation and production of particular printed materials (brochures, booklets, books)	In the course of year		

**Note:** All the suggestions should be communicated to all the MSG members not later than 10 days prior to the corresponding discussion.