

National Anti-Corruption Action Plan (NACAP) 2012-2015

1 Improvement of the Anticorruption Legislation

Actions and indicators of implementation

1.1 Definition of the rules for the regulatory impact analysis

Implementation: Cabinet of Ministers, Ministry of Justice, Ministry of Economic Development, Ministry of Finance in 2013

1.2 Definition of the United Rules for the Abuse (Corruption) Exposure Review of the draft legal instruments and legislation developed by the central executive authorities and other institutions entitled to draft legislation and legal instruments

Implementation: Ministry of Justice in 2013

2 Improvement of Petitions and Complaints Review

Actions and indicators of implementation

2.1 Enhancement of human and technical resources of the Hot-Line 161 operated by the Anticorruption Department with the Prosecutor General, provision of usage of the Special Investigation Measures in the course of probing on the information received at this hot-line, publication of the statistics and analysis related to the information received at this hotline

Implementation: General Prosecutor's Office in 2013-2015

2.2 Formulation of single methodology and standards for the hot-lines run by the state institutions

Implementation: Cabinet of Ministers, Ministry of Justice and Commission on Combating Corruption in 2013

2.3 Development of the draft Corruption Whistleblowers Act

Implementation: General Prosecutor's Office, Ministry of Justice and Commission on Combating Corruption in 2014

2.4 Development of proposals on improving the processing rules for the probing on the statements, petitions and complaints

Implementation: General Prosecutor's Office, Ministry of Justice and Commission on Combating Corruption in 2013

2.5 Organization of regular reception of (complaining) persons by the management, as well as organization of the field missions to receive (complaining) persons

Implementation: central and local executive authorities 2012-2015

2.6 Improvement of logging of and responding to the electronically submitted of petitions and complaints

Implementation: central and local executive authorities 2013-2014

3 Improvement of Legislation on Criminal Prosecution

Actions and indicators of implementation

3.1 Preparation of the draft Enforcement Rules for the Criminal Law Measures on Legal Persons

Implementation: General Prosecutor's Office and Ministry of Justice in 2013

3.2 Preparation of the proposals on limiting the scope of immunity of judges from criminal prosecution in the context of combating corruption

Implementation: General Prosecutor's Office and Ministry of Justice in 2013-2014

3.3 Preparation of the proposals on increasing the efficiency of the Special Investigation Means in combating corruption

Implementation: General Prosecutor's Office in 2013-2014

3.4 Definition of additional measures to improve protection of witnesses and collaborators with the criminal prosecution in corruption cases

Implementation: General Prosecutor's Office, Ministry of Interior and Ministry of National Security in 2013-2014

3.5 Preparation of proposals on inclusion of the plea bargaining into the criminal procedure legislation

Implementation: General Prosecutor's Office in 2013-2014

4 Improvement of the Activity of the Commission on Combating Corruption

Actions and indicators of implementation

4.1 Performance of review and evaluation of the probing on petitions referred by the Commission to state institutions

Implementation: Commission on Combating Corruption on an ongoing basis

4.2 Monitoring of the implementation of the Action Plan by the Commission

Implementation: Commission on Combating Corruption on an ongoing basis

4.3 Performance of the specialized research and polls in order to study the level of corruption

Implementation: Commission on Combating Corruption on an ongoing basis

4.4 Preparation of proposals on improvement of the structure of the Secretariat of the Commission on Combating Corruption, enhancement of its operational and staff potential

Implementation: Commission on Combating Corruption, Cabinet of Ministers and Ministry of Finance in 2013

5 Improvement of the Operation of the Anticorruption Department with the Prosecutor General

Actions and indicators of implementation

5.1 Adoption of measures in order to ensure the on-line access of the Department to information contained in the information systems, data bases and registers of state institutions

Implementation: General Prosecutor's Office, Citizen Services and Social Innovations State Agency with the President of the Republic of Azerbaijan, Cabinet of Ministers and other relevant institutions in 2013

5.2 Enhancement of the prevention role of the Department and adoption of the appropriate action plan

Implementation: General Prosecutor's Office in 2012-2013

5.3 Improvement of the Central Corruption Offences Database

Implementation: General Prosecutor's Office in 2013-2014

6 Prevention of the Legalization of Crime Proceeds and Enhancement of the Relevant Institutional Mechanisms

Actions and indicators of implementation

6.1 Elaboration of proposals on accession to the Convention on Laundering, Search, Seizure and Confiscation of the Proceeds from Crime of the Council of Europe

Implementation: Cabinet of Ministers, Financial Monitoring Service in 2013

6.2 Development of the legislative basis for the establishment of the national mechanism for asset recovery

Implementation: General Prosecutor's Office, Ministry of Justice and Financial Monitoring Service in 2013-2014

6.3 Preparation of the rules for state control of implementation of obligations on combating legalization of the crime proceeds and terrorism financing by participants of the monitoring and other persons participating in the monitoring

Implementation: Financial Monitoring Service and state institutions overseeing participants of the monitoring and other persons participating in the monitoring in 2013

6.4 Development of the Central Database for Counter Legalization of the Crime Proceeds and Terrorism Financing

Implementation: Financial Monitoring Service, Ministry of National Security and General Prosecutor's Office in 2013-2014

6.5 Preparation of the draft legislation, in line with the provisions of the Civil Code of the Republic of Azerbaijan, regulating the operation of pawnshops and real estate agencies and agents

Implementation: General Prosecutor's Office, Ministry of Justice and Financial Monitoring Service in 2013

7 Improvement of the Civil Service Legislation and Institutional Mechanisms

Actions and indicators of implementation

7.1 Preparation of the draft Civil Service Code (compilation of legislation)

Implementation: Cabinet of Ministers and Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2013-2014

7.2 Establishment of the Training Center under the Civil Service Affairs Commission with the President of the Republic of Azerbaijan with a view to conduct trainings in the fields of application of the civil service legislation, ethical conduct, prevention of conflict of interest, combating corruption, etc.

Implementation: Cabinet of Ministers and Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2013-2014

Preparation of proposals on Improvement of the structure and logistical support of the Civil Service Affairs Commission with the President of the Republic of Azerbaijan

Implementation: Cabinet of Ministers and Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2013-2014

8 Improvement of Civil Servants' Activity and Promotion of their Professionalism

Actions and indicators of implementation

8.1 Improvement of competition-based and transparent recruitment mechanism

Implementation: Civil Service Affairs Commission with the President of the Republic of Azerbaijan and central and local executive authorities in 2012-2014

8.2 Preparation of rules regulations on continued education of the civil servants

Implementation: Civil Service Affairs Commission with the President of the Republic of Azerbaijan and Ministry of Education in 2012-2013

8.3 Development of the counter-corruption modules and curricula covering combating corruption, ethical conduct, prevention of conflict of interests, freedom of information and other relevant issues by the training centers and entities in state institutions

Implementation: Central and local executive authorities, Civil Service Affairs Commission with the President of the Republic of Azerbaijan and Commission on Combating Corruption in 2013-2014

8.4 Adoption of the rules for evaluation of activity of civil servants and development of the special evaluation software

Implementation: Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2013-2014

8.5 Preparation of the pilot projects on rotation in civil service and development of the relevant methodological regulations

Implementation: Central and local executive authorities and Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2013-2014

8.6 Preparation of proposals on gradual increasing of wages of civil servants and enhancement of their social security

Implementation: Cabinet of Ministers and Ministry of Finance in 2013-2015

9 Prevention of Conflict Of Interests and Financial Declaration

Actions and indicators of implementation

9.1 Submission of proposals on improvement of legislation related to the prevention of conflict of interests in the activity of the civil servants and other officials working in the state institutions

Implementation: Cabinet of Ministers and Commission on Combating Corruption in 2013

9.2 Arrangement of training in the area of prevention of conflict of interests

Implementation: Commission on Combating Corruption and central and local executive authorities in 2013-2015

9.3 Preparation of proposals on electronic submission of financial declarations by officials

Implementation: Cabinet of Ministers and Commission on Combating Corruption in 2013

10 Improvement of Ethical Conduct Rules

Actions and indicators of implementation

10.1 Arrangement of regular ethical conduct trainings and study courses for civil servants

Implementation: Central and local executive authorities and Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2012-2015

10.2 Preparation, submission to the Commission on Combating Corruption and publication of the annual reports on ethical conduct, which shall include information on awareness raising, instances of violation and disciplinary punishment measures applied

Implementation: Central and local executive authorities and Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2012-2015

10.3 Elaboration of an effective mechanism for investigation of complaints on violation of the ethical behavior conduct

Implementation: Central and local executive authorities and Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2013-2014

10.4 Allocation of the ethic conduct section on the web-pages of the state institutions, which shall contain mechanism of electronic submission of complaints on unethical behavior, ethic rules, reports, etc.

Implementation: Central and local executive authorities in 2013

10.5 Development of the ethical conduct training and study module and definition of the minimum requirements thereof

Implementation: Commission on Combating Corruption and Civil Service Affairs Commission with the President of the Republic of Azerbaijan in 2013-2014

11 Improvement of Municipalities' Operation

Actions and indicators of implementation

11.1 Preparation of proposals on arranging transparent and competition-based election of municipal staff

Implementation: municipalities and Ministry of Justice 2013

11.2 Arrangement of counter-corruption study courses, trainings and seminars for municipal staff

Implementation: municipalities and Ministry of Justice on an on-going basis

11.3 Elaboration of the Municipal Staff Ethical Conduct Rules

Implementation: municipalities and Ministry of Justice 2013

12 Further Development of the Entrepreneurship-Friendly Environment

Actions and indicators of implementation

12.1 Performance of studies into the problems faced by the entrepreneurs in the relations with the state institutions and determination of measures to overcome these problems

Implementation: Ministry of Economic Development on an ongoing basis

12.2 Development of the single register of the information for the inspection of entrepreneurial activity, as well as automation of the process of feeding of information

Implementation: Ministry of Justice and Ministry of Economic Development in 2013-2014

12.3 Installation of the web-resources and telephone services for receiving information on illegal inspection of entrepreneurial activity

Implementation: Ministry of Justice and Ministry of Economic Development in 2013

12.4 Preparation of the proposals on the definition of liability for the inspecting bodies and inspectors for illegal inspection; as well as appointment, enforcement and administration of punitive measures according to the results of such inspections

Implementation: Ministry of Justice in 2013

12.5 Acceleration of the elaboration of the legislation regulating inspection of the entrepreneurial activity and protection of the rights of entrepreneurs

Implementation: Administration of the President of the Republic of Azerbaijan in 2012

12.6 Implementation of measures to ensure decrease in the volume of cash payments and augmentation in the volume of cashless payments

Implementation: Cabinet of Ministers, Tax Ministry and Central Bank in 2013-2014

13 Improvement of Audit Services

Actions and indicators of implementation

13.1 Continuation of the application of the international standards in the field of independent audit

Implementation: Chamber of Auditors on an ongoing basis

13.2 Preparation of the Audit Service Development Concept 2012-2020 according to the international experience

Implementation: Chamber of Auditors in 2012

13.3 Adoption of measures to define the administrative liability for mandatory audit evasion

Implementation: Ministry of Taxes and Chamber of Auditors in 2013

13.4 Preparation of proposals on improvement of internal audit legislation

Implementation: Cabinet of Ministers, Ministry of Finance, Chamber of Accounts and Chamber of Auditors in 2013

14 Improvement and Promotion of Transparency in Public Procurement

Actions and indicators of implementation

14.1 Application of e-public procurement

Implementation: State Agency for Public Procurement and central and local executive authorities in 2013

14.2 Improvement of the oversight over execution of the public procurement transactions and payments according to such contracts

Implementation: State Agency for Public Procurement, Ministry of Finance and Chamber of Accounts in 2013-2014

14.3 Development of the mechanism for restriction of participation in public procurement of natural and legal persons due their previous violation of competition and execution of the transactions on public procurement

Implementation: State Agency for Public Procurement and central and local executive authorities in 2013-2014

14.4 Application of measures aimed at expedient review of complaints filed by bidders in the public procurement competition, with a view to protect their rights

Implementation: State Agency for Public Procurement and central and local executive authorities on an on-going basis

14.5 Referral of information about corruption discovered in in the public procurement to the law enforcement agencies

Implementation: State Agency for Public Procurement and central and local executive authorities on an on-going basis

14.6 Development of the methodology for the definition of presumed prices in the course of administration of public procurement operations

Implementation: State Agency for Public Procurement and central and local executive authorities in 2013-2014

14.7 Preparation of the public procurement plan for the proceeding year and their uploading to the web-page of the State Agency for Public Procurement

Implementation: State Agency for Public Procurement and central and local executive authorities in 2013

14.8 Development of the Central Register for Public Procurement Transactions and its placement at the the web-page of the State Agency for Public Procurement

Implementation: State Agency for Public Procurement and central and local executive authorities in 2013

15 Promotion of Transparency in the State Real Estate Registration

Actions and indicators of implementation

15.1 Elaboration of the proposals on easing real estate rights registration rules

Implementation: Cabinet of Ministers and State Committee on Property Affairs in 2013

15.2 Provision of access to information to documents contained at the State Real Estate Register by means of e-services

Implementation: State Committee on Property Affairs in 2013

15.3 Improvement of the information exchange between the State Real Estate Registration bodies and notaries

Implementation: State Committee on Property Affairs and Ministry of Justice in 2013

15.4 Amplification of the information exchange capacity between the State Real Estate Register and other information systems, including the data bases, information search engines, registers

Implementation: State Committee on Property Affairs and Ministry of Justice in 2013

16 Improvement of Licensing, Permitting And Certification

Actions and indicators of implementation

16.1 Presentation of proposals on simplification of conditions and terms for issuance of licenses and permissions

Implementation: Cabinet of Ministers in 2013

16.2 Organization of e-services in the field of issuance of licenses and permissions

Implementation: Cabinet of Ministers and State Committee for Standardization, Metrology and Patents in 2013

16.3 Formulation of proposals on abolition or facilitation of re-certification of goods imported to Azerbaijan from the EU and OECD for compliance and quality

Implementation: Cabinet of Ministers and State Committee for Standardization, Metrology and Patents in 2013

16.4 Operation and promotion of Electronic Portal for Permissions, uploading of information on newly adopted regulatory instruments and draft legislation on permissions

Implementation: Ministry of Economic Development, state regulation and control bodies in 2013

17 Promotion of Efficiency of the Tax Control and Audits

Actions and indicators of implementation

17.1 Automation of the selection process for tax audits and formulation of the selection standards

Implementation: Ministry of Taxes in 2013-2014

17.2 Development of the standard indicators system and software for cameral and field tax audits

Implementation: Ministry of Taxes in 2013-2014

17.3 Provision of necessary information to and improvement of awareness raising among tax payers

Implementation: Ministry of Taxes in 2012-2013

17.4 Performance of the corruption risk assessment of the Tax Code [of legislation]

Implementation: Ministry of Taxes in 2013-2014

17.5 Formulation of proposals on reducing the frequency of the tax declarations

Implementation: Ministry of Taxes in 2013

18 Promotion of Transparency in Privatization

Actions and indicators of implementation

18.1 Application of the e-administration system in the course of auctions

Implementation: State Committee for Property Affairs in 2013

18.2 Provision of the online registration of persons for auctions

Implementation: State Committee for Property Affairs in 2013-2014

19 Improvement of the Customs Tariff and Duty Collection

Actions and indicators of implementation

19.1 Upload of the Customs Tariff and Duty Collection-related information to the internet

Implementation: State Customs Committee on an ongoing basis

19.2 Shift to the system of the cashless payment of Customs payments

Implementation: State Customs Committee in 2012-2013

19.3 Improvement of the complaints review system in the Customs authorities

Implementation: State Customs Committee in 2012-2013

19.4 Acceleration of goods-processing process and provision of the entrepreneurs-friendly environment

Implementation: State Customs Committee in 2013

20 Improvement of the Legislation and Administration in the Field of the Urban Planning and Construction

Actions and indicators of implementation

20.1 Establishment of the efficient administration system for construction permission and control, as well as exploitation permission, development of the *one-stop-shop* in this area

Implementation: Cabinet of Ministers in 2013

20.2 Promotion of transparency and public participation in the Urban Planning and Construction

Implementation: Committee for Architecture and Urban Planning, Ministry of Emergencies, central and local executive authorities and municipalities in 2013-2014

20.3 Performance of the awareness raising campaigns concerning provisions of the Urban Planning and Construction Code [of legislation]

Implementation: Committee for Architecture and Urban Planning, Ministry of Emergencies, central and local executive authorities and municipalities in 2013-2014

20.4 Development of the proposals on the application of the e-government principles in the Urban Planning and Construction area

Implementation: Cabinet of Ministers in 2013

21 Improvement of the Education Administration System

Actions and indicators of implementation

21.1 Promotion of the transparency in the examination process in the educational institutions

Implementation: Ministry of Education and State Commission for Student Admissions in 2012-2013

21.2 Promotion of efficiency of the complaints-review system in the educational institutions

Implementation: Ministry of Education in 2012-2013

21.3 Adoption of the Teacher's Ethical Conduct Rules

Implementation: Ministry of Education in 2012-2013

21.4 Media and Internet listing of the teacher-position vacancies

Implementation: Ministry of Education on an on-going basis

21.5 Organization of the centralized and transparent recruitment exams for the teacher-position vacancies

Implementation: Ministry of Education on an on-going basis

21.6 Development of proposals on liability for out-of-competition recruitment of teachers

Implementation: Cabinet of Ministers and Ministry of Education in 2013

21.7 Submission of proposals on raising of wages and augmentation of social security of teachers

Implementation: Cabinet of Ministers and Ministry of Education in 2012-2015

22 Improvement of the Health Administration System

Actions and indicators of implementation

22.1 Acceleration of measures on introduction of the mandatory health insurance

Implementation: Cabinet of Ministers and Ministry of Health in 2013-2014

22.2 Organization of trainings and courses with a view to promote ethical conduct code for doctors

Implementation: Ministry of Health in 2013-2014

22.3 Media and Internet listing on the web page of the Ministry of Health of the doctor-position vacancies

Implementation: Ministry of Health on an on-going basis

22.4 Organization of the centralized and transparent recruitment exams for the doctor-position vacancies

Implementation: Ministry of Health on an on-going basis

22.5 Development of proposals on liability for out-of-competition recruitment of doctors

Implementation: Cabinet of Ministers and Ministry of Health in 2013

22.6 Submission of proposals on raising of wages and augmentation of social security of doctors

Implementation: Cabinet of Ministers and Ministry of Health in 2012-2015

23 Application of Corporate Governance Principles in State Institutions

Actions and indicators of implementation

23.1 Performance of studies on areas of application of corporate governance in state institutions and administration of relevant trainings

Implementation: Ministry of Economic Development, State Committee on Property Affairs and relevant state institutions in 2013-2014

23.2 Development of proposals on efficient usage of budgetary funds assigned to state institutions, including financial aid

Implementation: Ministry of Economic Development, Ministry of Finance and state institutions in 2013-2014

23.3 Preparation and public disclosure of the annual activity reports by state institutions

Implementation: state institutions in 2013-2015

24 Improvement of Utility Services

Actions and indicators of implementation

24.1 Completion of the process of installation of smart-card meters for payment for electricity, natural gas and water utilities for

Implementation: Azerenerji LJSC, Bakieletricshebeke LJSC, SOCAR, Azersu JSC in 2013-2014

24.2 Completion of installation of the central automated computer system for the registration of payments for electricity, natural gas and water utilities

Implementation: Azerenerji LJSC, Bakieletricshebeke LJSC, SOCAR, Azersu JSC in 2013-2014

24.3 Resolution of the issue of gasification of the newly constructed multi-store housing buildings

Implementation: Baku City Executive Authority, Ministry of Emergencies and SOCAR in 2013-2014

24.4 Reformation of the Premise-Utility Infrastructure, including optimization of requirements and tariffs for services in this area

Implementation: Cabinet of Ministers, Ministry of Economic Development and Tariff (Price) Council in 2013-2014

25 Improvement of Labor and Social Services Administration

Actions and indicators of implementation

25.1 Prevention of illegal employment and execution of measures aimed at provision of social rights to persons working in the *shadow economy* by legalizing their employment

Implementation: Ministry of Labor and Social Security and State Migration Service in 2013-2014

25.2 Improvement of complaints-review system in the area of social aid programs, rendering of social services, payment of social and unemployment allowances

Implementation: Ministry of Labor and Social Security in 2012-2013

25.3 Conduct of training aimed at raising professionalism of the labor and social services employees and promoting the ethical conduct rules

Implementation: Ministry of Labor and Social Security in 2013-2014

25.4 Application of measures in order to harmonize the disability indicators with the international standards

Implementation: Ministry of Labor and Social Security in 2012-2013

25.5 Formulation of proposals on reduction of the scope of the documents supporting claims for targeted social aid and facilitation of filing procedures

Implementation: Ministry of Labor and Social Security in 2012-2013

25.6 Improvement of the social services institutional administration

Implementation: Ministry of Labor and Social Security in 2012-2013

25.7 Development of proposals on the mechanism of granting state orders for social services to the specialized institutions and organizations

Implementation: Ministry of Labor and Social Security in 2012-2013

26 Development of International Cooperation

Actions and indicators of implementation

26.1 Continuation of coordinated work with international and regional organizations, participation in various international programs and projects, as well as cooperation with the specialized international organizations and foreign agencies in the field of combating corruption

Implementation: Cabinet of Ministers, Commission on Combating Corruption, central and local executive authorities, General Prosecutor's Office, Judicial Legal Council and Commissioner for Human Rights (Ombudsman) in 2012-2015

26.2 Continuation of necessary measures aimed at implementation of the recommendations issued by the UN, Group of States against Corruption (GRECO) of the Council of Europe, Istanbul Action Plan of the Anticorruption Network for Eastern Europe and Central Asia of the Organization for Economic Cooperation and Development (OECD)

Implementation: Cabinet of Ministers, Commission on Combating Corruption, central and local executive authorities, General Prosecutor's Office, Judicial Legal Council and Commissioner for Human Rights (Ombudsman) in 2012-2015

26.3 Enlargement of cooperation with the International Anti-Corruption Academy (IACA), joint implementation of study and education projects

Implementation: Ministry of Taxes and Commission on Combating Corruption in 2013-2015

27 Development of Cooperation with the Civil Society Institutions

Actions and indicators of implementation

27.1 Involvement of the civil society institutions in the oversight of implementation of the Action Plan

Implementation: Cabinet of Ministers, Commission on Combating Corruption, central and local executive authorities, General Prosecutor's Office, Judicial Legal Council and Commissioner for Human Rights (Ombudsman) in 2012-2015

27.2 Provision of the financial support to and execution of the joint projects with the civil society institutions for the implementation of measures provided by the Action Plan

Implementation: Cabinet of Ministers, Commission on Combating Corruption, central and local executive authorities, General Prosecutor's Office, Judicial Legal Council, Commissioner for Human Rights (Ombudsman) and Council for State Support to the NGOs with the President of the Republic of Azerbaijan in 2012-2015

28 Awareness Raising

Actions and indicators of implementation

28.1 Annual evaluation of the implementation of the Action Plan and disclosure of the results to the public

Implementation: Commission on Combating Corruption in 2012-2015

28.2 Organization of the special TV and radio programs and debates on combating corruption in their activity by state institutions

Implementation: central and local executive authorities on an ongoing basis

28.3 Organization of the awareness raising campaigns with a view to promote public confidence in state institutions

Implementation: central and local executive authorities on an ongoing basis

28.4 Inclusion of the combating counter-corruption modules in the curricula of high and secondary professional educational institutions, as well as programs of the training and study centers

Implementation: Ministry of Education on an ongoing basis

28.5 Organization of the essay and picture competitions and other intellectual contests among pupils of the secondary schools

Implementation: Ministry of Education on an ongoing basis

28.6 Publication and dissemination among the population of the leaflets, memos and other promoting materials in the field of combating corruption

Implementation: Commission on Combating Corruption, General Prosecutor's Office and central and local executive authorities on an ongoing basis