I hereby confirm:
Yagub Eyyubov,
First Deputy Prime Minister,
Chairman of the Business Environment and
International Ranking Commission
of the Republic of Azerbaijan

23.10. 2018
(with amendments dated 17.09.2019)

REGULATIONS for Working Groups of the Business Environment and International Ranking Commission

1. General provisions

1.1. These Regulations have been prepared to ensure the implementation of Subparagraph 4.3.5 of the ”Statute on Business Environment and International Ranking Commission“ (hereinafter - the Statute) approved by the Order No. 431 of the President of the Republic of Azerbaijan dated August 27, 2018 ”On additional measures to improve the convenience of Business Environment in the Republic of Azerbaijan and shall regulate the organization and coordination of the activities of Working Groups and subgroups of the Business Environment and International Ranking Commission (hereinafter - the Commission).

1.2. In order to ensure the implementation of the tasks specified in Part 2 of the Statute, Working Groups and subgroups under the Commission shall be formed from representatives of the relevant state bodies and entities, public legal entities, non-governmental organizations, specialists of enterprises and organizations, as well as independent experts on various directions, the content of which shall be approved by the Chairman of the Commission, on the basis of the proposals by the Secretariat of the Commission (hereinafter - the Secretariat).

1.3. Working Groups of the Commission (hereinafter – Working Groups) shall be formed in a composition consisting of at least 5 members (including the Head). The management of the Working Group shall be carried out by one of the Deputy Heads of the relevant organization. In the absence of the Deputy Head of the relevant organization, the Head of the Working Group shall be appointed the Head of Apparatus of that organization.

1.4. The mandate of Working Groups shall cover the development of proposals (projects, programs, etc.) on the improvement of normative-legal acts and budget to create favorable business environment, increase the country's investment attractiveness, further improve Azerbaijan's position in international rankings in accordance with the tasks set out in Part 2 of the Statute.

1.5. The Secretaries of Working Groups shall organize and coordinate the activities of Working Groups in accordance with the requirements of these Regulations. The Secretary functions in relation to Working Groups shall be performed by a member of the Secretariat representing the organization in the relevant field.

1.6. The Head and members of Working Groups shall operate on a free public basis.

1.7. For the purposes of these Regulations, document circulation between the Head of the Secretariat, Head of Working Groups, members and Secretaries of Working Groups shall be carried out through the “Management and Coordination Panel” (hereinafter - the Panel) created on the Internet portal of the Commission. Provision of feedback on draft normative legal acts and

other documents by members and Secretaries of Working Groups, as well as assignments (tasks) on responding to a relevant issue and the development of any project, shall be sent through the Panel with the deadlines specified. The Guidelines for the use of the Panel shall be approved by the Chairman of the Commission.

1.8. For the purposes of these Regulations, the official document circulation may be temporarily carried out through the official e-mail addresses of the relevant state bodies until the Commission's Internet portal is put into full use.

2. Activity Directions and Working Principles of Working Groups

2.1. Working Groups shall carry out their activities in the following directions:

2.1.1. Implementation of approved plans of measures to improve Business Environment in the Republic of Azerbaijan and further improve our position in international rankings, as well as measures in other programs related to the implementation of the tasks and guidelines given in this Direction;

2.1.2. Identification of problems existing within **5 working days** on the basis of the "Analytical Document on the position of Azerbaijan in Business Environment and International Rankings" (hereinafter - the Analytical Document) developed by the Secretariat and submission of proposals on the projects to be developed to the Commission;

2.1.3. Improvement of draft normative legal acts developed by the relevant bodies on the basis of the Commission's instruction and aimed at improving the Business Environment efficiency and the country's position in international rankings based on the analysis of the Legislation of the Republic of Azerbaijan, the state of Competitive Environment in the country and international experience;

2.1.4. Consideration of draft normative legal acts and other issues and development of Rationale (Appendix 2) within 10 working days;

2.1.5. To respond to inquiries on international ranking indicators related to the activity of Working Groups or give feedback on responses prepared by relevant government agencies;

2.1.6. To take other necessary measures related to the Commission`s activities.

2.2. Based on the proposals set out in Paragraph 2.1.2 of these Regulations, the part of the Analytical Document "Measures to be taken/Projects to be developed" shall be filled in by the Secretary of Working Group with the participation of the members of the relevant Working Groups and shall be officially submitted by the Heads of Working Groups to the Head of the Secretariat.

2.3. Working Principles of Working Groups include:

2.3.1. Members of Working Groups shall have equal rights and bear equal duties on issues related to the mandate of the Working Group;

2.3.2. Within at least 5 working days from the date of submission, members of Working Groups shall submit their feedback on draft normative legal acts and other documents (Appendix 1) to the Secretaries of Working Groups;

2.3.3. In accordance with Paragraph 2.3.2 of these Regulations, draft normative legal acts and other documents, as well as feedback by members of Working Groups on these issues shall be discussed at Working Groups` meetings no later than 3 working days from the date of receiving the feedback. As a result of the discussions, the Final Feedback reflecting the position of each Working Group shall be adopted;

2.3.4. Within at least 2 working days after the Final Feedback specified in Paragraph 2.3.3 of these Regulations is adopted by the Secretary of Working Groups with the participation of the members of Working Groups, Rationale shall be developed on the draft normative legal act or other document in accordance with Appendix 2 to these Regulations. Rationale shall be officially submitted to the Secretariat by the Heads of Working Groups;

2.3.5. The draft normative legal acts or other document envisaged in Paragraph 2.3.4 of these Regulations together with Rationale shall be sent to the relevant state bodies for consideration by the Chairman of the Commission to get feedback and proposals of interested state bodies;

2.3.6. In accordance with Paragraph 2.3.5 of these Regulations, the feedback and proposals received from the relevant bodies shall be submitted to Working Groups through the Secretariat for summarization and re-submitted to the Commission after the improvement of the Project by the relevant Working Group;

2.3.7. The Secretaries of Working Groups shall develop a Report on the activities of Working Groups not less than once every 6 months. The Report shall be submitted to the Commission in writing signed by the Heads of Working Groups.

2.4. Heads of Working Groups, if necessary, can submit proposals to the Secretariat of the Commission on the establishment of relevant subgroups.

2.5. After the necessity is justified by the Secretariat, a subgroup of the relevant Working Group shall be established by agreement with the Commission. Subgroups shall organize Implementation Work on the issues related to the competence of Working Groups. Several subgroups can be established by Working Groups.

2.6. The activities, Working Principles of the subgroups, the conduct of meetings and the management of their activities shall be organized in accordance with these Regulations.

3. Procedure for holding meetings of Working Groups

3.1. The issues related to the mandate of Working Groups shall be considered at their meetings.

3.2. The Head shall be the Chairman of the meetings of Working Groups, and the Secretaries of Working Groups shall organize their meetings and coordinate their activities.

3.3. Meetings of Working Groups shall be considered competent when more than half of their members participate.

3.4. Working group meetings shall be held on a regular and unscheduled (extraordinary) basis. The regular meeting shall be held not less than once a month, during the third ten-days of each calendar month. The unscheduled meetings may be convened at the request of the heads of the Secretariat or working groups, as well as of more than half of working group members.

Notice on Working Groups Meetings shall be sent via a Panel to members of the Working Group no less than 10 business days prior to date of the regular meeting, and no less than 3 business days prior to date of the Extraordinary Meeting, and announcements on both the regular and Extraordinary Meetings of the Working Groups are posted during these periods (brief information on meeting, place and date of the meeting, start and end times of the meeting, meeting agenda) on the relevant section of the Commission's website ("Digital Calendar").

Where proposals or projects on scheduled meetings are submitted by third parties via a "Send a Proposal" online service, these proposals or projects shall be included in the agenda of the meeting upon the notification of the head of the working group. By the decision of the head of the working group, the person (s) who submitted proposal (or project) may be invited to the meeting of the working group as specified by paragraph 3.8 of this Regulation. Information shall be sent within no less than 7 business days after the meeting to the person who submitted proposals or projects to notify the person that the proposals or projects submitted via "Send a Proposal" online service have been reviewed and associated actions have been planned.

~~3.4. Meetings of Working Groups shall be held not less than once a quarter. Extraordinary meetings may be convened by the request of the Secretariat or the Heads of Working Groups, as well as more than half of its members. Members of Working Groups shall be informed about the meeting by Secretaries of Working Groups at least 3 working days before the meeting day.~~

3.5. If necessary, joint meetings of relevant Working Groups can be held by following the requirements of these Regulations. The necessity of holding joint meetings of Working Groups shall be determined by the Secretariat.

3.6. If the members of Working Groups are unable to attend the meeting, they should inform the Secretaries of Working Groups **via the panel** in advance about the reasons for this. Members of Working Groups who cannot attend the meeting at the time of the meeting shall send their Rationale **via the panel** on the issues envisaged for discussion and information on the reasons of the impossibility of their direct participation to the Secretaries of Working Groups.

3.7. The Heads of Working Groups shall apply to the Secretariat for dismissal of the members who do not participate in the meetings of Working Groups more than three times consequently for no excuse and do not submit relevant comments and information in accordance with Paragraph 3.6 of these Regulations.

3.8. Meetings of Working Groups shall be held open. Representatives of relevant government agencies, invited international and local experts and specialists can participate in the meetings of Working Groups by agreeing with the Head of the Secretariat.

3.9. Decisions of Working Groups shall be made by Simple Majority. In case the votes are equal, the votes of the Heads of Working Groups shall be considered decisive. Members of Working Groups may express a special (different) opinion if they do not agree with the Decision made at the meeting. Special feedback shall be added to the Decision of Working Groups and a special entry (note) shall be made about it in the Minutes.

3.10. The working group meetings shall be documented by the minutes signed by the heads of working groups and secretaries, and a copy of the protocol shall be sent to members of the working group and the Secretariat for information within no less than 5 business days after the meeting. Information on the meeting (topics and issues discussed, decisions made, participants, photos from the meeting, the agenda of the meeting) shall be posted on the relevant section of the Commission's web portal.

~~3.10. The meetings of Working Groups shall be documented by the Minutes signed by the Heads and Secretaries of Working Groups and a copy of the Minutes shall be sent to the Head of the Secretariat for his/her information through the Panel.~~

4. Management of Working Groups` activities

4.1. The organization and management of Working Groups` activities shall be ensured by the Heads of Working Groups.

4.2. The Heads of Working Groups:

4.2.1. Coordinate the activities of members and subgroups of the Working Group;

4.2.2. Conduct segregation of work between the members of the Working Group and subgroups;

4.2.3. Appeal to the Commission and the Secretariat on issues relating to the Working Group
and the organization of their activities;

4.2.4. Appeal to the Secretariat regarding the involvement of new members to the Working Group;

4.2.5. Inform the Commission and the Secretariat about the activities of the Working Group;

4.2.6. Acton behalf of the Working Group and represents it;

4.2.7. Make decisions by informing the Secretariat about the organization and conduct of the Working Group meetings;

4.2.8. Determine the agenda of the Working Group meetings by agreeing with the Secretariat;

4.2.9. In the cases defined in Paragraph 3.6 of these Regulations, appeal to the Secretariat regarding the exclusion of the member of the Working Group.

Appendix # 1
to the Regulations for the Organization of Working Groups
of the Business Environment and International Ranking Commission

On the draft normative legal act and other document

FEEDBACK

Feedback №	
Date	

Working Group name		
Member's name, surname		
Project name		
Direction of the project		
Feedback		
	(positive)	***(negative)***
Additional suggestions and notes		
Justification		

Member's name, surname	***(signature)***	***(date)***

Appendix # 2
to the Regulations for the Organization of Working Groups
of the Business Environment and International Ranking Commission

On the proposals developed by the "....." Working Group of the Business Environment and International Ranking Commission on making changes to relevant normative legal act(s) relating to low rating indicators on the basis of the "....." project.

RATIONALE

No.	Low rating sub-indicators	Maximum score in the international ranking or correct answer*	Available indicator or gained score*	Changes proposed by the Working Group (editions of relevant changes to the normative legal act)	Rationale, feedback, and notes on proposed changes
1..... (indicator)					

Note: If the report (index) on the column does not contain relevant information, that column shall be kept blank.