



Minutes No 4 of the Project Steering Committee Meeting

Project Title:	Support to the State Social Protection Fund on the introduction of funded element within the insurance – pension system, establishment of non – state pension funds and development of legal framework for regulating their activity
Partners:	Ministry of Welfare of the Republic of Latvia German Federal Ministry of Labour and Social Affairs State Social Protection Fund of the Republic of Azerbaijan Implementing body: German Association for Social Security Policy and Research
Date:	April 30, 2015, 10:00 – 12:15
Place:	State Social Protection fund, 80 H.Zardabi avenue, Conference Room, 10th floor

Participating:

Members of the Steering Committee:

Mr. Ingus Alliks	Deputy State Secretary of the Ministry of Welfare of the Republic of Latvia, Twinning Project Leader
Ms Nathalie Belorgey	Senior project Manager and Researcher of the German Association for Social Security Policy and Research of Federal Republic of Germany, Junior Project Leader
Ms. Nigar Panahova	Head of Personal Account Department of the State Social Protection Fund of Republic of Azerbaijan (SSPF), Project Leader of Beneficiary country
Mr. Rza Zulfuqarzade	International Aid and Cooperation Officer Neighbourhood Policy - Operations Section of the Delegation of the European Union to the Republic of Azerbaijan (EUD)
Mr.Emin Alirzayev	Adviser of Personal Account Department of the State Social Protection Fund of Republic of Azerbaijan, RTA of Beneficiary country
Ms. Agrita Groza	Resident Twinning Advisor (RTA)

Other participants:

Mr.Yalchin Muslumov	Counsellor of Chairman of the State Social Protection Fund of Republic of Azerbaijan
Mr Markus Sailer	Senior Economist/Senior Expert, Consultant in the Department for Research and Development of German Pension Insurance-Federal Institute (Deutsche Rentenversicherung Bund)



Mr. Farid Garayev	Chief of Unit International Relationship of the State Social Protection Fund of Republic of Azerbaijan
Mr. Ufug Hakhiyev	Senior consultant of Legal and Strategic researches Department of the State Social Protection Fund of Republic of Azerbaijan, BC Leader of the Component I
Mr. Eyvaz Ismayilov	Chief of the Unit for organization of granting of labor pensions Labour Pensions Department of the State Social Protection Fund of Republic of Azerbaijan, BC Leader of the Component II
Mr. Afgan Fayziyev	Expert of the EU project „Support to Institution Building Activities in Azerbaijan” (SIBA)
Mr. Asiman Hashimli	Adviser of Division of Cooperation with the EU of Department of Cooperation with International Organizations, Ministry of Economy and Industry of the Republic of Azerbaijan
Mr. Rafiks Misirovs	RTA assistant of the EU Twinning project
Ms. Venera Mehdiyeva	RTA assistant – translator of the EU Twinning project

Chairperson of the meeting: Mr. Ingus Alliks

Agenda

1. Opening of the meeting and short introduction (Mr. Ingus Alliks Twinning Project Leader of the Lead Member State partner (Latvia))
2. Opening statements and short introduction (Ms. Nigar Panahova Twinning Project Leader of the Beneficiary State partner (Azerbaijan))
3. Implementation of decisions after the third meeting of the PSC (Minutes No3)
4. Presentation of implementation of the Twinning project in the fourth quarter (Ms. Agrita Groza Resident Twinning Adviser)
5. Discussions on progress of project and approval of the fourth Interim quarterly report (draft)
6. Presentation of implementation of communication plan of the Twinning project (Mr. Rafiks Misirovs Assistant of Resident Twinning Adviser)
7. Work plan of the Twinning project for the next (the fifth) quarter from the 1st of April to the 30th of June (Ms. Agrita Groza Resident Twinning Adviser)
8. Draft Addenda for the period of execution of the Twinning project
9. Date for the next PSC
10. Other business

This agenda was approved by Members of the Steering Committee and worked off.

The Steering Committee decided on the following:

1. To adopt and approve the fourth interim quarterly report as a base. Within 2 (two) weeks submit the proposals in writing on Quarterly report No4 and make amendments to the fourth quarterly report and submit it to Members of the Steering Committee for harmonization and to Delegation of the European Union to the Republic of Azerbaijan.



2. During the development of the legislation in relation to the funded component in the multi-level state pension system and drafting of legislation to facilitate and regulate private, voluntary, pension arrangements, the necessity was emphasized to involve a national lawyer from the SSPF whose role would be crucial in drafting the Azerbaijani legal language and bringing it in line with international legislation standards.
3. To work hand in hand with the beneficiary side in the actual legislation drafting process and improve communication to avoid any confusion in the future and produce efficient results.
4. All suggestions and any comments from both sides have to be submitted in written form.
5. To urge a free and unlimited access to internal documents of SSPF which continues to cause barriers in implementing the project activity on the analysis of management processes at SSPF.
6. SSPF will submit its written comments about the completed blueprints of funded component and establishment non-state pension institutions and development of legal framework in Azerbaijan.
7. Discussion about the project extension until November, 2015. Project extension has to be made according to addendum in view of activities and finances.
8. The next Steering Committee meeting shall be held at the premises of the State Social Protection Fund on 30th of July, 2015, at 10:00.