



Minutes No 2 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:	October, 31,2014, 10:00 – 12:00
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 B�elorgey	Senior Project Manager and Researcher of German Association for Social Security Policy and Research, 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.Yalcin Muslumov	Chancellor of Chairman of the State Social Protection Fund of Republic of Azerbaijan
Mr. Rashid Aliyev	Deputy Head of Personal Account Department of the State Social Protection Fund of Republic of Azerbaijan
Mr.Farid Garayev	Chief of Unit International Relationship of the State Social Protection Fund of Republic of Azerbaijan



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
Twinning Project AZ/13/ENP/SO/24



Mr. Emin Abdullayev	Chief of the Unit of Normative Legal Support of the Department of Law and Strategic Researches of the State Social Protection Fund of Republic of Azerbaijan
Mr. Afgan Fayziyev	Expert of the EU project „Support to Institution Building Activities in Azerbaijan” (SIBA)
Mr. Asiman Hashimli	Staff member of Department of Ministry of Economy and Industry of the Republic of Azerbaijan
Mr. Rafiks Misirovs	RTA assistant of the EU Twinning project
Mr. Chingiz Chingizov	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 first meeting of the PSC (minutes No1).
4. Presentation of implementation of the Twinning project in the second quarter (Ms. Agrita Groza Resident Twinning Adviser)
5. Discussions on progress of project and approval of the second 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 third) quarter from the 1st of October to the 30th of December (Ms. Agrita Groza Resident Twinning Adviser)
8. Date for the next PSC
9. 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 second interim quarterly report as base. During the next two weeks (45 and 46 weeks) to make amendments to the second quarterly report according to the written comments and suggestions from EUD, Ministry of Economy and Industry and State Social Protection Fund and submit to Members of the Steering Committee for harmonization.
2. To take notice that State Social Protection Fund will submit written comments and suggestions to specify the second interim quarterly report.



3. To advice project implementation team within data collection process as recommendations to indicate what kind of statistic data are missing, but are needed and instruct about methodology for data collection where it necessary.
4. To advice State Social Protection Fund involve in the implementation of project activities other representatives of state institutions and other institutions before indicated which required persons are.
5. To take notice the report of implementation of communication plan of the Twinning project.
6. To recommend project implementation team to harmonize with State Social Protection Fund information and articles before publication in mass media.
7. To take notice the information of Work plan for the next (third) quarter from the 1st of October to the 30th of December, 2014.
8. To take notice that Study visit in Germany will be from the 25th of January to the 31st of January, 2015.
9. The next Steering Committee meeting shall be held at the premises of the State Social Protection Fund on the 22nd January, 2015, at 10:00.