



Minutes No 1 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:	July, 31,2014, 10:00 – 11:25
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. 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)
Ms. Agrita Groza	Resident Twinning Advisor (RTA)
Mr. Emin Alirzayev	Adviser of Personal Account Department, of the State Social Protection Fund of Republic of Azerbaijan, RTA of Beneficiary country

Other participants:

Mr. Yalcin Muslimov	Chancellor of Chairman of the State Social Protection Fund of Republic of Azerbaijan
Mr. Farid Garayev	Deputy of Head of Department of Pension Documents and Applications of the State Social Protection Fund of Republic of Azerbaijan
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



Ms. Ulviyya Valiyeva	Leading adviser of Division of Cooperation with the EU of the Department of Cooperation with International Organizations of the Ministry of Economy and Industry of the Republic of Azerbaijan
Mr. Afgan Fayziyev	Adviser of the EU project „Support to Institution Building Activities in Azerbaijan” (SIBA)
Mr. Rafiks Misirovs	RTA assistant of the EU Twinning project mentioned in the title of the list
Mr. Chingiz Chingizov	RTA assistant – translator of the EU Twinning project mentioned in the title of the list

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. Presentation of implementation of the Twinning project in the first quarter (Ms. Agrita Groza Resident Twinning Adviser)
4. Discussions on progress of project and approval of the first interim quarterly report (draft)
5. Presentation and review of communication plan of the Twinning project (Ms. Agrita Groza Resident Twinning Adviser)
6. Work plan of the Twinning project for the next (second) quarter from the 7th of July to the 6th of October (Ms. Agrita Groza Resident Twinning Adviser)
7. Date for the next PSC
8. 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 first interim quarterly report as base. During the next week (32 week) to make amendments to the first quarterly report according to the written comments and suggestions from EUD and Ministry of Economy and Industry and submit to Members of the Steering Committee for harmonization.
2. To change quarter period for the reporting purpose and the next period defined from the 1st of July to the 30th of September taking into account bookkeeping requirements and make easier accounting of the expenditure.
3. Impose an obligation to participate in the next meeting of Steering Committee both Leaders of Components from Beneficiary country.



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4. To take notice of the project Communication plan and ensure its implementation.
5. To provide the best ways and possibilities for dissemination of presentation and materials (reports) prepared by the Expert of the project placement in the SSPF and/or Ministry of Welfare home page. EUD also can assist and create banner of the project with the related links to the website of SSPF and/or Ministry of Welfare.
6. During this reporting period SSPF together with RTA will elaborate proposals for using websites and as far as possible introduce of agreed solutions.
7. To take notice of the Twinning project's Work plan for the next (second) quarter from the 1st of July to the 30th of September.
8. The next Steering Committee meeting shall be held at the premises of the State Social Protection Fund on the 31st October, 2014, at 10:00.