

**Government of the Republic of Azerbaijan
Ministry of Justice**

United Nations Development Programme

**TECHNICAL ASSISTANCE PROJECT: "ESTABLISHMENT AND
DEVELOPMENT OF THE STATE REGISTER OF POPULATION OF THE
REPUBLIC OF AZERBAIJAN"**

PHASE III

Baku 2010

Component 1:Country: Azerbaijan

Project Title	Technical Assistance Project: "Establishment and Development of the State Register of Population of the Republic of Azerbaijan" Phase III
UNDAF Outcome 2	The State improves its delivery of services and its protection of rights with the involvement of civil society and in compliance with its international commitments.
Expected CP Outcome 2.3	ICT enhances efficiency, transparency and accountability in the public sector.
Expected CP Output 2.3.3	E- governance for public service delivery further developed
Executing agency	Ministry of Justice of the Republic of Azerbaijan

Narrative

The project aims to increase the effectiveness of cooperation between government entities maintaining information systems on various categories of population, and form a centralized State register of population of the Republic of Azerbaijan, which will contain individual information on citizens. It also seeks to enable the collection, updating and protection of information on settlement and composition of the population, the scope and direction of migration, demography and other issues. Finally, the project wants to promote provision of the available information to state entities and citizens in accordance with the law and prevent its illegal use.

Programme Period: 2005-2010, 2011-2015
 Programme Component: ICT for Development
 Project Title: "Establishment and development of the State Register of Population of the Republic of Azerbaijan" Phase III
 Project Duration: 24 months
 Management Arrangement: NEX

Total budget:	US\$ 4,070,000
- Government	US\$ 3,700,000
- UNDP	US\$ 370,000
- Others (including in-kind contributions)	0
Unfunded budget	0

Agreed by
 Government of Azerbaijan

Mr. Fikrat Mammadov
 Minister of Justice



Agreed by
 UNDP

Mr. Bruno Pouezet
 Resident Representative



PART I. SITUATION ANALYSIS

A number of versatile activities are being carried out in the areas of state building, creation of strong economy, democratization of the society, increasing living standards of population and ensuring human development in the Republic of Azerbaijan. These activities also contribute to the expansion of international relations of Azerbaijan in political, legal, economic, social and other fields. Focusing on sustainable development, these activities strengthen the country's position as a reliable partner in the globalized world.

Information and Communication Technologies (ICT) have a strong impact on the socio-political, economic and cultural development of any society, and the extent to which ICT are effectively used is among the main indicators of a country's intellectual and scientific potential, and, ultimately, its success in reducing poverty and achieving the Millennium Development Goals (MDGs). In recognition of this, many countries - developed and developing nations alike - make strong efforts to promote information societies and knowledge based economies.

Analysis shows that well planned and well executed ICT can yield significant and positive effects in the field of governance. ICT based systems and processes are designed to increase the quality and quantity of services available to the public, raise the effectiveness and efficiency of public services, and bring about more transparency in this sector. This contributes to strengthening of democratic governance and has important implications for overall socio-economic development in a country.

In the past decade, the Republic of Azerbaijan has made great strides in state building, economic growth, democratization of the society, and increasing the living standards of the population. The area of ICT is one of the country's development priorities with special attention being placed on application of ICT in all segments of public affairs, including the justice sector. In the past five years, a number of key achievements were attained in the area of ICT, including among others the establishment of public websites of key ministries, the creation of an automated civil status registration information system, or the set-up of a national legislation database.

In line with this, with the purpose of increasing the quality of legal public services delivered to the citizens and further development of the activities of justice bodies following achievements have been attained:

- In order to increase transparency in the activities of justice bodies and to embrace the initiatives aimed the legal enlightenment of population www.justice.gov.az website of the Ministry was opened for public use. Through this website, individuals and legal entities can easily obtain necessary information and find responses to their questions regarding the

numerous activities of the Ministry. Daily visitor count of the official website of the Ministry of Justice is estimated around 500 users. Regulatory document on “Information Support for the website of the Ministry of Justice of the Republic of Azerbaijan”, which entails technical requirements and principles of preparation, composition, and structure of posted data, has been prepared to upgrade, develop, support this information system.

- “Civil Status Acts” Automated Registration Information System, which enables the collection, update and reliable protection of individualized data on civil status of population in a centralized manner and, when needed, ensures its delivery to state entities and individuals in accordance with the legislation hence preventing illegal use of such information was created on the basis of latest information technologies. The system, which bridges all country-wide registration bodies in a single network, also contributes to the preparation of accurate statistic data on demographic and other relevant issues.
- “Electronic Information Database of Notary Documents” Automated Information System, which connects and coordinates the activities of more than 120 notary offices in Baku and other regions, was put into exploitation with the purpose of increasing the quality of legal public services delivered to individuals and legal entities in the field of notary and to ensure reliable protection of their rights.
- Electronic national legislation database was prepared and placed in the www.e-qanun.az website to enhance transparency in area of legislation through raising public awareness and providing direct access to the text of normative legal acts for individuals. This system which is available for 24 hours every day has gather large audience of users.
- For the first time in history of the Republic modern information technologies were used in criminal persecution, electronic version of documents on investigation of specific criminal act were prepared and submitted to the court alongside hardcopies. Application of this technology facilitates the respective judiciary bodies with swift location and search of certain documents that are being processed.
- “Staff Register” Automated Information Search System created in the Human Resources department of the Ministry connects and enables parallel function of users through local area network and provides them with an access to nearly 100 central servers. The system ensures the storage of necessary data for an extended duration and delivers easy access to such information when necessary. Each user can only amend or change data within his/her authorization capacity.
- In order to ensure the implementation of the Presidential Decree number 543, dated March 12, 2007 on approval of the Statute on “Rules of Conduct of the State Register of Invalid Documents”, Conception and Technical Assignment on State Register of Invalid Documents

was prepared. The main equipment guaranteeing the operation of this automated system was purchased, tested, and installed in compliance with the modern requirements of information security.

- "Register of Arbitrators" Automated Information Search System was applied with purpose of upgrading the operation of Judiciary Council. All specific aspects regarding the registration of arbitrators were taken into consideration in this system. The information resource was designed following the pattern of "Staff Register" Automated Information Search System thus envisaging the access of users to the database and clear-cut hierarchy mechanisms of user functionality.

- "Electronic document turnover" System was set up to standardize and clerical activity in the Ministry. It assists in management of circulation of incoming and outgoing documents, accelerates the document processing pace, and finally serves for delivering timely responses to received citizen inquires. The application of this system improved the registration of incoming and outgoing documents, ensured internal electronic data circulation and establishment of "in-house" documentation database, and facilitated easy accounting and monitoring over such sort of document flow.

While the existing information systems are still being upgraded and updated, the continued Rapid development of the country makes implementation of new projects at the level of the state to increase the role of ICT in public administration necessary.

The fact that the shortcomings in various fields of state policy, first of all, in social protection of the population and in implementation of important public events, such as the elections, as well as the difficulty in protection of human rights and other related issues emerging while ensuring the rights of citizens is mainly related to the lack or inaccuracy of information identified in the legislation, the President of the Republic of Azerbaijan signed a Decree on "Establishment of [a] State Register of the Population of the Republic of Azerbaijan" on 21 February 2004 to facilitate collection of relevant information on the population as provided by the law. According to the Decree, there were developed and approved Regulations normative on "Rules of Conducting State Register of Population of the Republic of Azerbaijan" and Decree of the President of the Republic of Azerbaijan on approval of the Regulations, Order of the Cabinet of Ministers on "Rules of Issuing Individual Identification Number" and on its approval, as well as several normative-legal acts related to this subject. The "State Programme of 2005-2008 for development of ICT in the Republic of Azerbaijan", approved by Presidential Decree in October 2005, refers to the creation of an electronic system of the State Register of Population. Additionally, within the framework of a Presidential Order of February 2007 on "State Programme of 2007 – 2012 for establishment of a biometric identification system of the Republic of Azerbaijan", the role of the State Register of Population and the need for its completion was emphasized.

The State Register of Population is an electronic information system that consolidates individualized information on all citizens, as well as on foreigners living in the country and people without citizenship, and enables the maintenance of precise records of the population. The State Register of Population contains summary information that allows for quick and precise identification of a person. Information recorded includes a special identification number, first, middle and last names, sex, birth place and date, biometric data, marital status and family members, as well as a person's address. It should be noted that when addressing the state institutions citizens are required to present documents containing the above listed data. There might be other information about a person, however, which is kept in other types of databases by state authorities¹ - the State Register of Population aims to help obtain the most comprehensive information on every individual in the shortest period of time by fulfilling a "coordinator" function among those.

Information forming the core of the State Register of Population is regularly collected and updated on the basis of the civil status acts system of the Ministry of Justice and residence registration system of the Ministry of Interior and the State Migration Service. It should be noted that information on residence registration conducted by the Ministry of Interior authorities and state migration bodies play an important role in establishment of the population register, whereas civil status acts system of the Ministry of Justice ensure its constant update.

One of the important features of the State Register of Population is the protection of the information. Special passwords and codes, data ciphering and maintenance of information in the form of conventional numbers, as well as granting only a limited number of staff user access to work with the data constitute the basis of the protection system.

Establishment of the State Register of Population of the Republic of Azerbaijan will enable information exchange among state authorities; help avoid duplication in collecting and maintaining the same information on the population in various authorities; support computerized design of the voters' list, reduce of costs for the organization of population censuses and elections, and facilitate the issuance of civil documents. With the help of the system, the state will obtain precise information about the general population, which will result in better quality and targeting of policy-making; strengthened social protection; improved effectiveness of taxation; full computerization of address-information services; faster issuance of civil documents to the population; and more reliable and centralized protection of individual information on citizens, and hence prevention of illegal use of such information.

¹ At present different databases on population are being maintained in various state authorities. However, unlike the State register of population, these databases do not cover the whole population, but contain specialized information about sub-categories of the population depending on the mandate of the state authority custodian of the database.

Activities completed during the first two phases of the “Establishment and Development of the State Register of Population of the Republic of Azerbaijan” project

Considering the vital importance of formation of a single database on population for the country, the Government decided to take this forward in partnership with the UNDP, given the long-standing track record and experience of the latter in the area of ICT for development. The joint project “Establishment and Development of the State Register of Population of the Republic of Azerbaijan” project was inaugurated in 2006.

Within the framework of the first and second phases of the “Establishment and Development of the State Register of Population of the Republic of Azerbaijan” project, encompassing the years 2006-2009, the groundwork was laid for the creation of the single information database. Key activities completed in the first two phases of the project include the following:

1) In order to study the present situation, opportunities, and conduct respective analysis related to establishment of the State Register of Population, a study tour of experienced international experts to Azerbaijan was organized. Experts were introduced to the ongoing works in the ICT field and were informed about the achievements in this sphere. As a result of this trip, a detailed report on actions to be take for the formation of population register was produced;

2) Vacancy announcements for international, as well as local expert positions were advertised and procurement notice was posted in order to prepare Conceptual Plan, Terms of Reference, and Technical Assignment about establishment of the state register of population. Consequently, international experts from the Republic of Moldova, who took part in the similar projects in their country, and local experts on information systems of the Ministry of Justice and Ministry of Internal Affairs were selected to implement the specified task;

3) Conceptual Plan on Establishment of State Register of Population, Technical Assignments on establishment of the “State Register of Population” and “Civil Status Acts” Automated Registration Information Systems were prepared by the international and local experts;

4) In order to ensure the fullness of the state register of population the respective tender for procurement of the equipment to provide the unripe, binding, and scanning processes of the act record books containing act notes, as well as temporary management of the scanned documents with the purpose of copying data on the civil status acts into electronic format was held and a contract was awarded to the winning company. As a result the required inventory and equipment was installed and set up, a separate office was constructed, interviews and trainings were held, and successful candidates were recruited to the working group. During the first phase of the project 10,000 act record books kept in the civil status acts archives were

dismantled, scanned and reorganized in new formats in compliance with modern standards, and electronic images of more than 2,100,000 civil status acts were created in the first phase of the project;

5) The respective tender on setting up required conditions in order to transfer the electronic images of the civil status acts notes into the "Civil Status Acts" Automated Registration Information System was held. A detailed contract document was prepared and signed with the winning company. As a result, the required inventory and equipment was installed and set up, a special software program was developed and successfully applied, respective work place and service rooms were set up, and a wide electronic system was created. Specialized trainings were held for 140 operators, a continuous entering of information through the system was organized, and daily production capacity was increased to 14,000 act notes. A control group was created within the framework of the project in order to review the correctness of the entered information. Special software program was developed to ensure the control in automated fashion and respective trainings were held for members of the control group. During the first phase of the project more than 2,100,000 civil status acts were transformed into electronic formats;

6) The respective tender on Establishment of the "Civil Status Acts" Automated Registration Information System was held in compliance with the legislatures of the Republic of Azerbaijan and United Nations Development Program, among 7 companies a winning company was selected with the participation of international and local experts, a detailed contract was signed with the company and direct implementation of the respective works started;

7) Appealing to international and local experience in legal and information technologies fields, a modern programming environment and project of software based on new information protection methods was prepared with the assistance of leading experts. The software was rolled out as of July 1st, 2008 after rounds of tests;

8) Server equipment, required for operation of the system, was purchased and installed in the central building of the Ministry of Justice after testing in compliance with physical and information security;

9) Eighty-six entities in 70 cities/towns responsible for registration of civil status acts were supplied with necessary computer equipment, connected in a countrywide single electronic network, and over 1,500 registrars were trained in the use of the system;

10) A Temporary communication channel enabling package data exchange between the Ministry of Interior and the Ministry of Justice was installed with the purpose of transferring

information reflected on the identification cards, issued by the former, in order to enable operation of the "Civil Status Acts" Automated Registration Information System.

11) In order to ensure the continuation of the activity on dismantling, scanning and rebinding of act record books kept in the civil status acts archives in an accelerated pace, prophylactic diagnostics and check-up of the archive machinery was ensured and necessary auxiliary equipment purchased. Contracts with the existing working groups were extended, additional people were recruited to form another working shift. As a result, the daily capacity of newly formatted act record books increased twice reaching 100 books per day. Electronic images of more than 6,000,000 act notes were created in the second phase of the project;

12) The work on transferring scanned images of civil status acts into electronic formats was also maintained. An international tender was announced with this purpose and the winner company created necessary working conditions in the office space with an area of 1,000 m² to fit 140 data entry operators. Required computer and other equipment was purchased and installed, software in use upgraded and local area network connecting all users established. Specialized training courses were organized for new recruits and stable data entry procedure was ensured. After all of this, the daily data entry capacity has reached 19,000 fully computerized act notes. In order to increase the quality-control check over the accuracy of the transferred act notes Project Control Group was physically separated from the rest of data entry operators. Software ensuring automated accuracy control over transferred act notes was upgraded and option of statistic report management was added. 5 million civil status acts were transferred into electronic format within the second phase of the project;

13) Educational materials on "Civil Status Acts" and "State Register of Population" Automated Registration Information Systems was prepared and disseminated to the associates of the Ministry of Justice to increase their knowledge about the operation and opportunities of these systems;

14) Operation of the "Civil Status Acts" Automated Registration Information System was enhanced through extensive analysis of shortcomings and installation of additional software components and modules to remedy these. Furthermore, equipment was upgraded;

15) Software ensuring automated data transfer from the "Civil Status Acts" Automated Registration Information System to the "State Register of Population" Automated Registration Information System was developed to ensure the update of information relating to civil status in both databases;

16) In order to security and maintenance of the Newly formatted act record books in compliance with international standards modern archive compartments were procured and installed in the newly built administrative building of the State Register of Population Service,

act notes were supplied with electronic indicators and software enabling the registration of archive documents. Additionally, for the first time in the country, radio frequency identification system was put into exploitation. Finally, specialized training courses were organized for the civil status acts archive staff;

17) Based on an international tender announced after the preparation of detailed Terms of Reference, particular software development environment that ensures function of licensed operation systems and information databases of the "State Register of Population" Automated Registration Information System was imported into the country and delivered to the respective bodies of the Ministry of Justice;

18) Technical Assignment on "State Register of Population" Automated Registration Information System prepared in the first phase of the project were reviewed and duly improved. An international expert was invited to assess the quality of the newly amended version of these technical documentations. An international tender was announced based on the approved terms of reference and a contract was awarded to a winner company. In close partnership with the respective bodies of the Ministry of Justice, draft version of the "State Register of Population" Automated Registration Information System was designed;

19) It is planned to improve the working capacity of the "State Register of Population" Automated Registration Information System within the next phase of the project. Therefore, analysis of the system software was undertaken and the list of required corrections and amendment was prepared;

20) Independent software module ensuring the standardization, encoding, actualization and identification of the data transferring from the "Entry-exit and registration" Automated Information Search System of the Ministry of Interior (one of the major information sources of the population register) to the "State Register of Population" Automated Registration Information System was developed and fully integrated to the system. This ensures real-time information exchange between the two systems;

21) Permanent fibre-optic communication channel ensuring stable and secure information exchange between the "State Register of Population" Automated Registration Information System and its main sources- "Civil Status Acts" Automated Registration Information System of the Ministry of Justice and "Automated Information Search" System of the Ministry of Interior was installed;

22) Technical manual regarding the placement of the back-up server of the State Register of Population" Automated Registration Information System in an alternative location was prepared with the aim of providing technical security of the accumulated data and ensuring stable communication tools between the main and the back-up servers. The manual was

improved and subsequently approved following the review and recommendations of Australian international expert;

23) The human potential of the project implementation unit was enhanced after the recruitment of certain experienced specialists. In order to evaluate the progress, the project was Subject to an independent audit. The identified minor technical shortcomings were eliminated.

PART II. STRATEGY

The main objective of the project is to establish, in compliance with leading international experience and using modern ICT, a single and reliable, full and detailed database on the population of the Republic of Azerbaijan, issue a personal and unique identification number to every individual, and by using this number arrange coordinated activities of all state information systems through the State Register of Population of the Republic of Azerbaijan.

The following components need to be implemented to achieve the objective:

- Continue the work on transferring current archives of hardcopies of the civil status acts into electronic format in order to ensure a complete “State Register of Population” Automated Registration Information System;
- Purchase and install hardware to ensure full operation of the “State Register of Population” Automated Registration Information System;
- Organize training courses for the professional users of the “State Register of Population” Automated Registration Information System;
- Identify errors and shortcomings in the “State Register of Population” Automated Registration Information System; prepare proposals for upgrading and improving the “State Register of Population” Automated Registration Information System;
- Develop a new software component enabling the transmission of personal identification numbers to other state information systems as approved by decision of the Cabinet of Ministers, as well as ensuring the connection of these systems to the population register;
- Establish secure and stable communication with the “Single Migration” Information System of the State Migration Service to import selected data into the State Register of Population in accordance with the Presidential Decree No. 129, dated July 20, 2009;
- Develop and integrate a new software component enabling the transfer of relevant data from the “Single Migration” Information System of the State Migration Service to the “State Register of Population” Automated Registration Information System;
- Develop software that will ensure operation of the back-up server of the “State Register of Population” Automated Registration Information System placed in an alternative location;

- Purchase and install hardware ensuring operation of the back-up server “State Register of Population” Automated Registration Information System placed in an alternative location;
- Establish secure and stable communication channel between the “State Register of Population” Automated Registration Information System and its back-up server.

PROJECT RESULTS AND RESOURCES FRAMEWORK

<p>Intended Outcome as stated in the Country/ Regional/ Global Programme Results and Resource Framework: UNDAF Outcome 2.2: ICT enhances efficiency, transparency and accountability in the public sector.</p>			
<p>Outcome Indicators: ITU digital access index, scale 0 to 1 where 1 is the highest access. Internet users per 100 population</p>			
<p>MYFF Service Line: 2.5 E-governance and access to information.</p>			
<p>Partnership Strategy: Ministry of Communication and IT, Ministry of Internal Affairs, State Statistics Committee, State Social Protection Fund and other Government structures.</p>			
<p>Project Title and ID: " Establishment and Development of the State Register of Population of the Republic of Azerbaijan" Phase III;</p>			
Intended Outputs	Output Targets	Indicative Activities	Responsible Parties
<p>A centralized state register of population containing individual information on citizens established, provision of relevant information to the population improved, and effectiveness of cooperation between government entities maintaining information systems on various categories of population increased.</p> <p>Baseline as of 2006:</p> <p>Civil status acts containing information on the population are kept in primitively prepared</p>	<p>Output Target 1. 2010: 4,000,000 civil status acts converted from hardcopies into electronic format in order to increase completeness of the "State Register of Population" Automated Registration Information System.</p> <p>2011: 3,900,000 civil status acts converted from hardcopies into electronic format in order to increase completeness of the "State Register of Population" Automated Registration Information System.</p>	<p>Activity 1.1. Act record books preserved in the civil status acts archive are dismantled, scanned, re-bound and provided with electronic security indicators</p> <p><i>Description of tasks</i></p> <ul style="list-style-type: none"> ▪ Repair the used inventory and equipment; ▪ Extend employment contracts with the relevant staff; ▪ Purchase covers of act records, glue, knives, fly-leafs, staples, title stickers and other auxiliary materials. <p>Activity 1.2. 30 various types of indicators of the scanned forms of the civil status acts are entered into the database of the "Civil Status Acts" Automated Registration Information System by 140 computer operators and administrative staff, validated and standardized</p>	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p> <p style="text-align: right;">Inputs (in USD) 1,476,000</p>

<p>hardcopies with mostly illegible handwriting, with no use of technical means and are stored in poorly maintained archive facilities;</p> <p>Electronic information resource demonstrating people's address registration information on the basis of which national identification cards are issued is formed by the Ministry of Interior. However data stored therein captures only partial information on certain part of the population;</p> <p>Different state entities maintain separate information databases within their field of activity. Data stored in these databases often duplicates one another; information sharing among these systems does not exist. It is very difficult or impossible to obtain necessary information from these databases.</p>	<p>Output Target 2. 2010: Hardware ensuring the operation of the "State Register of Population" Automated Registration Information System purchased and installed</p>	<p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Prepare tender documents and conduct the tender for selection of the company to implement planned activities; - Sign contract with the winning company for implementation of the planned activities; - Provide adequate work conditions for the independent expert group to review the entered status acts; - Identify act notes that have not been transferred into electronic format and re-send them to the company for procession. <p>Activity 2.1. Hardware ensuring the performance of the operation systems, databases, software and network infrastructure of the "State Register of Population" Automated Registration Information System is purchased, installed and tested</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Prepare tender documents and conduct the tender for selection of the company to implement planned activities; - Sign contract with the winning company for implementation of the planned activities; - Install and test the equipment. 	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	<p>965,000</p>
	<p>Output Target 3. 2010: Training courses for the professional users of the "State Register of Population" Automated Registration Information System organized</p>	<p>Activity 3.1. Training courses for the different groups of professional users of the "State Register of Population" Automated Registration Information System are organized</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Recruit an experienced certified IT specialist 	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	<p>9,000</p>

<p>Indicators:</p> <p>“Civil Status Acts” Automated Registration Information System enabling automated registration of civil status established.</p> <p>All country-wide registration offices connected in a single network.</p> <p>Transfer of information from the address registration database of the Ministry of Interior to the temporary population register database provided.</p> <p>Information sharing between the “Civil Status Acts” Automated Registration Information System and temporary population register database ensured.</p> <p>Data migration to the population register launched.</p>	<p>Output Target 4.</p> <p>2010: “State Register of Population” Automated Registration Information System upgraded and improved</p>	<p>with advanced training skills;</p> <ul style="list-style-type: none"> - Divide the trainees into certain groups depending on their user functionality levels; - Hold a training sessions and final examination for the trainees; <p>Activity 4.1. Preparation of proposals related to necessary amendments and corrections to the “State Register of Population” Automated Registration Information System based on the analysis during the first few months of its performance is applied, a new software component enabling the transmission of personal identification number to 14 state information systems approved by the decision no. 28 of the Cabinet of Ministers dated February 5, 2008 ensuring the connection of these approved systems to the population register developed</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Recruit an experienced certified IT specialist to identify the shortcomings of the system; - Identify all shortcomings of the system software and prepare detailed list of amendments and corrections to be made; - Prepare tender documents and conduct the tender for selection of the company to implement planned activities; - Sign contract with the winning company for implementation of the planned activities; - Develop new software, test and integrate it to the system. <p>Activity 4.2. Communication infrastructure to accelerate coordination between the “State Register of Population” Automated Registration</p>	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	<p>129,000</p>
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<p>Transfer of 7,1 million out of total 17 million civil status acts into electronic format completed and its integration to the respective database achieved.</p> <p>Software ensuring the performance of the State Register of Population developed and tested.</p> <p>Number of staff trained in use of relevant software packages.</p>		<p>Information System and relevant state information systems is improved</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Recruit an experienced certified IT specialist to identify the shortcomings in the communication infrastructure of the system; - Identify all shortcomings of the communication infrastructure and prepare detailed list of amendments and corrections to be made; - Prepare tender documents and conduct the tender for selection of the company to implement planned activities; - Sign contract with the winning company for implementation of the planned activities; - Upgrade and test the communication infrastructure. 		
	<p><u>Output Target 5.</u></p> <p>2010: In accordance with the Presidential Decree No. 129, dated July 20, 2009, to import certain data into State Register of Population from the "Single Migration" Information System of the State Migration Service.</p>	<p><u>Activity 5.1.</u> In accordance with the Presidential Decree No. 129, dated July 20, 2009, secure and stable optic communication channel with the "Single Migration" Information System of the State Migration Service to import certain data into State Register of Population is established</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Prepare tender documents and conduct the tender for selection of the company to implement planned activities; - Sign contract with the winning company for implementation of the planned activities; - Install and test the optic communication channel. 	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	<p>142,000</p>

<p>Output Target 6. 2011: Back-up server, placed in an alternative location, of the "State Register of Population" Automated Information System is established, its function synchronized with the central server and, in cases of emergency its full functionality duplicating the function of the central database is ensured.</p>	<p>Activity 5.2. New software component ensuring import of certain data into State Register of Population from the "Single Migration" Information System of the State Migration Service is developed and integrated</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Prepare tender documents and conduct the tender for selection of the company to implement planned activities; - Sign contract with the winning company for implementation of the planned activities; - Develop, test and integrate a new software component to the system 		
<p>Output Target 6. 2011: Back-up server, placed in an alternative location, of the "State Register of Population" Automated Information System is established, its function synchronized with the central server and, in cases of emergency its full functionality duplicating the function of the central database is ensured.</p>	<p>Activity 6.1. Special software development environment ensuring the performance of licensed operation systems and databases of the back-up server of the "State Register of Population" Automated Registration Information System placed on alternative location is procured</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Prepare tender documents and conduct the tender for selection of the company to implement planned activities; - Sign contract with the winning company for implementation of the planned activities; - Purchase and install the necessary special software development environment. <p>Activity 6.2. Special software ensuring the operation of the back-up server of the "State Register of Population" Automated Registration Information System placed on alternative location</p>	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	<p>1,013,000</p>

is developed.

Description of tasks

- Prepare tender documents and conduct the tender for selection of the company to implement planned activities;
- Sign contract with the winning company for implementation of the planned activities Purchase and install the necessary special software development environment;
- Develop, test, and integrate the applied software to the system;
- Arrange 6-months technical support for the system and eliminate identified shortcomings.

Activity 6.3. Hardware ensuring the performance of the licensed operation systems, databases, software and network infrastructure of the back-up, placed in alternative location server of the "State Register of Population" Automated Registration Information System is purchased, installed and tested.

Description of tasks

- Prepare tender documents and conduct the tender for selection of the company to implement planned activities;
- Sign contract with the winning company for implementation of the planned activities;
- Purchase, install, integrate the equipment to the main system and conduct its testing.

Activity 6.4. Secure and stable optic communication channel between the "State Register of Population" Automated Registration Information System and its

	<p>back-up server is established</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Prepare tender documents and conduct the tender for selection of the company to implement planned activities; - Sign contract with the winning company for implementation of the planned activities; - Install and test the optic communication channel. 		
<p><u>Output Target 7.</u></p> <p>2010: General project management</p> <p>2011: General project management and reporting</p>	<p><u>Activity 7.1.</u> Ongoing project management, monitoring and reporting complies with RMG</p> <p><u>Description of tasks</u></p> <ul style="list-style-type: none"> - Daily management of project activities; - Preparation of project reports; - Preparation of annual work plans and budget revisions; - Preparation of RMG logs; - Preparation and maintenance of inventory; - Independent project evaluation by an international expert. 	<p>Ministry of Justice of the Republic of Azerbaijan; United Nations Development Programme</p>	<p>336,000</p>

ANNUAL WORK PLAN

United Nations Development Programme
Ministry of Justice of the Republic of Azerbaijan

Project Title: Technical Assistance Project: "Establishment and Development of the State Register of Population of the Republic of Azerbaijan" Phase III

Project ID	Expected Output	Key Activities	Year 2010												Year 2011	Resp Partner	Fund	Donor	Budget Description	Amount in USD 2010-2011			
			I	II	III	IV	I	II	III	IV	I	II	III	IV									
00053274	A centralized state register of population containing individual information on citizens established, provision of relevant information to the population improved, and effectiveness of cooperation between government entities maintaining information systems on various	Activity 1.1.															UNDP	04000	00012	71400	Contractual Services-Individuals	60 000	
																		UNDP	04000	00012	72100	Contractual Services-Companies	5 000
																		UNDP	04000	00012	72400	Communication & Audio Visual Equipment	2 000
			X	X	X	X												UNDP	04000	00012	72500	Supplies	7 000
																		UNDP	04000	00012	74200	Audio Visual and Printing Production Costs	1 000
																		UNDP	04000	00012	74500	Miscellaneous Expenses	1 000
																		TOTAL:					76 000
																		GOV	30071	01060	72100	Contractual Services-Companies	1 378 000
																		UNDP	04000	00012	71400	Contractual Services-Individuals	20 000
											X	X	X					UNDP	04000	00012	74200	Audio Visual and Printing Production Costs	1 000
																		UNDP	04000	00012	74500	Miscellaneous Expenses	1 000
																		TOTAL:					1 400 000
																		GOV	30071	01060	72100	Contractual Services-Companies	221 000
																		GOV	30071	01060	72800	Information Technology Equipment	740 000
								X	X	X					UNDP	04000	00012	71300	Local Consultants	3 000			
															UNDP	04000	00012	74200	Audio Visual and Printing Production Costs	1 000			
															TOTAL:					965 000			

"Establishment and Development of the State Register of Population of the Republic of Azerbaijan" Phase III

Activity 6.1.	UNDP	04000	00012	Equipment	71300 Local Consultants	2 000														
	UNDP	04000	00012	Production Costs	74200 Audio Visual and Printing	1 000														
	UNDP	04000	00012	Miscellaneous Expenses	74500 Miscellaneous Expenses	1 000														
	TOTAL:					169 000														
	GOV	30071	01060	Contractual Services-Companies	72100 Contractual Services-Companies	152 000														
Activity 6.2.	UNDP	04000	00012	Local Consultants	71300 Local Consultants	3 000														
	UNDP	04000	00012	Miscellaneous Expenses	74500 Miscellaneous Expenses	1 000														
	TOTAL:					156 000														
	GOV	30071	01060	Contractual Services-Companies	72100 Contractual Services-Companies	65 000														
	GOV	30071	01060	Information Technology Equipment	72800 Information Technology Equipment	480 000														
Activity 6.3.	UNDP	04000	00012	Local Consultants	71300 Local Consultants	3 000														
	UNDP	04000	00012	Miscellaneous Expenses	74500 Miscellaneous Expenses	1 000														
	TOTAL:					549 000														
	GOV	30071	01060	Contractual Services-Companies	72100 Contractual Services-Companies	65 000														
	GOV	30071	01060	Information Technology Equipment	72800 Information Technology Equipment	480 000														
Activity 6.4.	GOV	30071	01060	Contractual Services-Companies	72100 Contractual Services-Companies	35 000														
	GOV	30071	01060	Communication & Audio Visual Equipment	72400 Communication & Audio Visual Equipment	100 000														
	UNDP	04000	00012	Local Consultants	71300 Local Consultants	2 000														
	UNDP	04000	00012	Production Costs	74200 Audio Visual and Printing	1 000														
	TOTAL:					139 000														
Activity 7.1.	GOV	30071	01060	Facilities and Administration	75100 Facilities and Administration	177 000														
	UNDP	04000	00012	Contractual Services-Individuals	71400 Contractual Services-Individuals	130 000														
	UNDP	04000	00012	Travel	71600 Travel	5 000														
	UNDP	04000	00012	Equipment and Furniture	72200 Equipment and Furniture	5 000														
	UNDP	04000	00012	Communication & Audio Visual Equipment	72400 Communication & Audio Visual Equipment	5 000														
Activity 7.1.	UNDP	04000	00012	Supplies	72500 Supplies	4 000														
	UNDP	04000	00012	Professional Services	74100 Professional Services	5 000														
	UNDP	04000	00012	Production Costs	74200 Audio Visual and Printing	3 000														
	TOTAL:					339 000														
	GOV	30071	01060	Contractual Services-Companies	72100 Contractual Services-Companies	65 000														

PART III. MANAGEMENT ARRANGEMENTS

A. National Execution (NEX). The project will be nationally executed, implemented by the Ministry of Justice who will act both as the Implementing Partner and the Beneficiary of the project. Implementation support will be provided by the UNDP Country Office (see Project Governance Arrangements below). In its capacity as Implementing Partner, the Ministry of Justice will be responsible for overall project management. Besides, the Ministry of Justice will be responsible for the facilitation of all project activities such as international consultant missions, trainings for respective staff, ensuring appropriate access to project sites, relevant data, records, agencies and authorities. UNDP will provide support and services including procurement and contracting in accordance with the relevant UNDP Rules and Procedures for procurement and human resources management and RBM guidelines.

B. Project Governance Arrangements. The project will have a governance structure, aligned with UNDP's new rules for Results Based Management (see Figure: Project Governance Arrangements below).

I. Project Executive Group. The Project Executive Group will be the executive decision making body for the project, providing guidance to the Project Manager, and approving project revisions. It will be responsible for reviewing and updating the project risk log, issue log, lessons learnt log and the project monitoring and communication plan. The Project Executive Group will consist of two members:

- The Executive (Implementing Partner) will convene the Project Executive Group. This position will be held by the representative of the Ministry of Justice;
- The Senior Supplier. This position will be held by the UNDP DRR, or a designated UNDP Development Advisor.

II. Project Management. The National Project Manager will be tasked with the day-to-day management of project activities, as well as with financial and administrative reporting. The Project Manager will be responsible for project implementation and will be guided by Annual and Quarterly Work Plans and follow the RBM standards. The Project Manager will prepare Quarterly Work plans in advance of each successive quarter and submit them to the Project Executive Group for approval.

III. Project Assurance. UNDP will designate a Development Advisor to provide independent project oversight and monitoring functions, to ensure that project activities are managed and milestones accomplished. The UNDP Development Advisor will be responsible for reviewing Risk, Issues and Lessons Learned logs, and ensuring compliance with the Monitoring and Communications Plan.

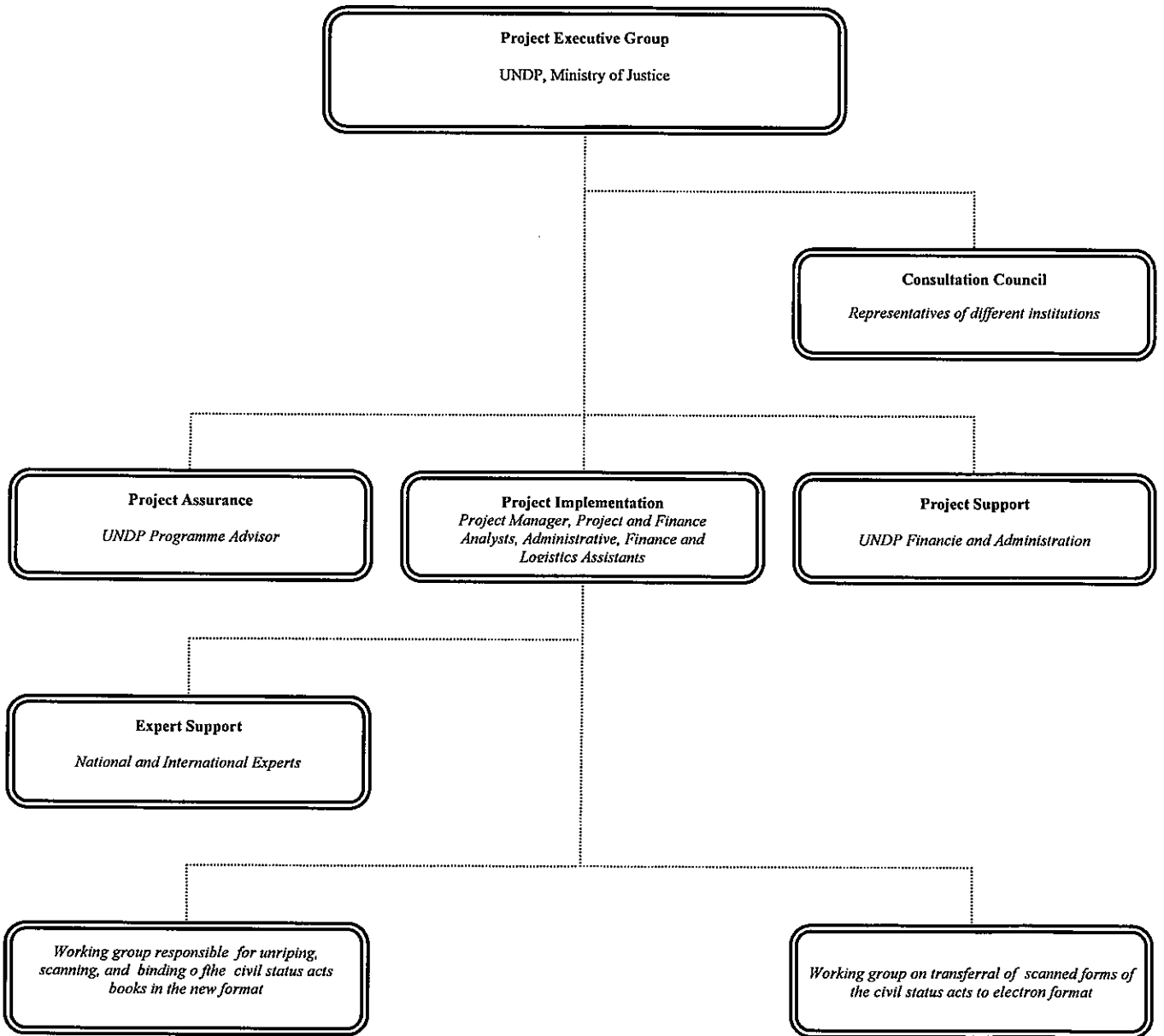
IV. Project Support. UNDP will provide financial and administrative support to the project including procurement, contracting, travel and payments.

V. Expert support. Most of the activities will be conducted by national experts. International experts can be recruited where necessary. The experts will act as independent experts and

provide a third party assessment of the projects activities and accomplishment of project goals and outputs. In addition, he/she will assist UNDP and the Government in identifying strengths, weaknesses, opportunities and threats that may prejudice the goals of the project, or warrant a revision of activities, objectives or approach.

VI. Project Steering Committee. Project coordination, supervision of progression, and providing proposals to ensure transparency, as well as, verifying project milestone and validating the completion of Quarterly Work Plans, together with the UNDP management and responsible Programme Advisor, is entrusted to the Project Steering Committee. The Project Steering Committee that was formed during the first and second phases of the project in order to ensure effective implementation of planned activities and it will continue its function in the third phase.

Figure A. Project Governance Arrangements.



C. Inputs to the project. To ensure successful implementation of the project the Government of Azerbaijan and UNDP will make the following contributions to the project:

Government inputs:

- Financial resources in amount of USD 3,700,000 to support implementation of the project;
- Free office premises for the project related activities and facilitating access to any information necessary for the consultants to complete their missions. The Government should provide with the necessary premises for implementation of training courses, or the project reserves a right to rent respective premises;
- Overall support in preparation of the training courses, including selecting, in consultation with UNDP, the persons to participate in training activities. These persons must all be closely working with ICT, in their professional position, at the present;
- Assistance in identification of the most appropriate national experts. Such experts should have a clear understanding of the Government's policies related to the sector.

UNDP inputs:

- Amount of USD 370,000 to the budget of the project;
- Support services in selecting international/local training consultants and staff to be recruited under the project;
- Support services in procurement;
- Briefing for selected international and local consultants;
- Participation in the organization of training activities, selection of equipment suppliers and organization of training courses;
- In close collaboration with the senior management of the Project, the quality control over the project outputs.

D. Audit Arrangements. The project will be subject to an independent audit as required by the UNDP/NEX Guidelines.

E. Risks. The holistic intent of the project (to accelerate and broaden implementation of e-governance in Azerbaijan) is dependent on the cooperation of parties which are involved in this project, but not signatories to the present document, and whose cooperation cannot be guaranteed. The continued attention and responsiveness of higher government executive authorities may be required to ensure that parties not involved in the area of influence of this document, but falling within the survey of competent government authorities, and beneficiary to this project respond to request made by the project in a timely manner.

N	Description of Risk	Category	Impact & Probability	Management Response	Owner	Author	Date Identified	Last Update	Status
1	Delay of the transfer of funds	Financial	I = 4 P = 4	Frequent consultations and meetings with the respective persons to avoid the risk	Gov. of Azerbaijan	Project Management	N/A	N/A	N/A

PART IV. MONITORING AND EVALUATION

Project monitoring will be performed through three primary mechanisms:

- 1. Project Work Plan and Project Progress Reports.* Achievement of project outputs will be tracked through adherence to the output, activity and financial indicators embedded in the Quarterly and Annual Work Plan. Project Progress Reports will be prepared to capture the progress or lack thereof, or any deviation from the original project plan
- 2. Project Assurance through the validation of activities and outputs.* A designated UNDP Programme Advisor will independently verify project milestone and validate the completion of Quarterly Work Plans and review requested changes to the Annual Work Plan. Changes to the project Annual Work Plan will be reviewed and approved by the Project Executive Group. As a result of monitoring a final report will be prepared and presented for discussion.
- 3. Monitoring and Communications Plan.* The project will establish, maintain and update a Monitoring and Communication Plan as well as Risk, Issues and Lessons Learned logs (as required under UNDP RBM). These logs will be established concurrently with the preparation of the first Quarterly Work Plan at the inception of the project. They will be maintained by the Project Manager, and reviewed by as part of Project Assurance. The Project Executive Group will consider recommendations arising from the quality assurance reviews and introduce such changes to the project as are deemed necessary for effectiveness, performance and risk mitigation.

PART V. LEGAL CONTEXT

The project document shall be the instrument referred to as such in the Article 1 of the Standard Basic Assistance Agreement between the Government of Azerbaijan and the United Nations Development Programme signed on 6 February 2001.

In compliance with the Paragraph III of the Agreement between the Government of the Republic of Azerbaijan and United Nations Development Programme (approved with the Law of the Republic of Azerbaijan no 126-IIQ dated May 8, 2001), after the end of the Project, property rights on all equipment, materials, goods, and other assets procured within the Project are to be transferred back to the Government of Azerbaijan (Ministry of Justice) by UNDP.

The following types of revisions may be made to this project document only after joint signatures of the Minister of Justice of the Republic of Azerbaijan or National Director appointed by Minister and UNDP Resident Representative.

1. Revisions in, or addition to, any of the annexes of the project document;
2. Revisions which do not involve significant changes in the immediate objectives, outputs or activities of a project, but are caused by the rearrangements of inputs already agreed to or by cost increases due to inflation;
3. Mandatory annual revisions which re-phase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility.