

United Nations Development Programme

Country: Azerbaijan

Establishment of Internet Governance Forum (IGF) Secretariat sub-project within the framework of "National e-Governance Network Initiative" project

Sub-project Title:	Establishment of the Internet Governance Forum (IGF) Secretariat
UNDAF Outcome 3:	The State strengthens the system of governance with the involvement of Civil Society and in compliance with its international commitments, with particular emphasis on vulnerable groups
Expected CP Outcome 3.2:	Efficiency, accountability and transparency is enhanced through capacity development of State Entities, including gender sensitive approaches
Expected Outputs:	Strong local capacity is in place to successfully conduct the IGF-2012 in Baku
Implementing Partner:	Ministry of Communications and Information Technologies of the Republic of Azerbaijan
Implementing Agent:	United Nations Development Programme

Brief Description

The Internet Governance Forum is a platform for multi-stakeholder dialogue on public policy related to Internet governance issues, such as the Internet's sustainability, robustness, security, stability, democratization process and development. The Government of Azerbaijan will host the IGF-2012 in November 2012 and approached UNDP Azerbaijan CO to undertake this initiative within the framework of project. The sub-project aims to create relevant local capacity to ensure successful implementation of IGF-2012 in Baku. In this light, the sub-project will establish IGF Secretariat with relevant teams and coordination mechanisms for organization of this high-level event.

The major project targets are:

- 1) Establishment of the IGF Secretariat with the relevant capacity to oversee all relevant organizational issues;
- 2) Successful management of the IGF in Baku ensuring positive feedback from participants.

Programme Period	<u>2011-2015</u>	Total resources required:	1 650 000 USD
Key Result Area (Strategic Plan)	Strengthening accountable and responsive governing institutions	Total allocated resources:	1 650 000 USD
Start date:	<u>April 1, 2012</u>	o UNDP	150 000 USD
End Date	<u>December 31, 2013</u>	o Government	1 500 000 USD
Management Arrangements:	NEX		

Agree by (Government):



Ali Abbasov
Minister of Communications & Information Technologies

Agree by (UNDP):



Fikret Akcura
UNDP Resident Representative

I. Situation Analysis

The Internet Governance Forum (IGF) is a platform for multi-stakeholder dialogue on public policy related to Internet governance issues, such as the Internet's sustainability, robustness, security, stability and development.

IGF serves to bring people together from various stakeholder groups as equals, in discussions on public policy issues relating to the Internet. While there is no negotiated outcome, the IGF informs and inspires those with policy-making power in both the public and private sectors. At their annual meeting delegates discuss, exchange information and share good practices with each other. The IGF facilitates a common understanding of how to maximize Internet opportunities and address risks and challenges that arise.

The purpose of the IGF is to maximize the opportunity for open and inclusive dialogue and the exchange of ideas; create feedback loops between the different types of sessions; create opportunities to share best practices and experiences; listen, dialogue and learn as well as identify key themes that would, in the future, benefit from the multi-stakeholder perspective of the IGF.

The United Nations Secretary-General formally announced the establishment of the IGF in July 2006 and it was convened in October/November 2006. Its UN mandate gives the forum an authority to serve as a neutral space for all actors on an equal footing. As a space for dialogue it can identify issues to be addressed by the international community and shape decisions that will be taken in other forums. The IGF can thereby be useful in shaping the international agenda and in preparing the ground for negotiations and decision-making in other institutions. In December 2010, the United Nations General Assembly agreed to extend the IGF's mandate for another five years.

Given Azerbaijan's success in creating an enabling ICT policy environment and its demonstrated effectiveness in e-government over the past decade after the establishment of the Ministry of Communication and IT, the internet has slowly become an integral part of individual, private and public/state activities. Azerbaijan ranks very high in the region in terms of internet access. Internet penetration rate in the country is estimated around 65% (every 65 people out of 100 are internet users). On behalf of the Government MoCIT has fruitfully been involved in all IGF events that took place up-to-date e-governance portal has been created by the Government of Azerbaijan, which connects 15 line ministries that provide online services to citizens, public and private sector. The portal has the capacity to deliver such services to citizens as online completion of traveller's declaration to online viewing of your pension balance, from access to your full education details to search on targeted social assistance. This enables the government institutions to facilitate fast and quality delivery of e-government services and is considered as a huge step towards formation of e-society in the country.

As result on December 28, 2011, UNDESA responded positively to the offer of the Government of Azerbaijan to host the Seventh meeting of the IGF 2012. The proposal was stated by Azerbaijan's delegation at the IGF meeting held at Nairobi, Kenya in September 2011.

Considering the above-mentioned, based on the past successful partnership and UN connectivity of the event, the Ministry of Communication and IT proposed the implementation of the preparatory works and management of the IGF meeting within a framework of a joint project with UNDP Azerbaijan in its letter dated 16 January 2012 No. MoCIT 1/107.

II. Strategy

This project aims to establish the IGF Secretariat with the relevant capacity to oversee all relevant organizational issues related to organization of the IGF meeting in Baku and ensure successful management of the event in the fall of 2012.

The project will contribute to the achievement of the UNDAF Outcome 3: “By 2015, the State strengthens the system of governance with the involvement of Civil Society and in compliance with its international commitments, with a particular emphasis on vulnerable groups” and is relevant to the UNDP Country Programme Outcome 3.2 “Efficiency, accountability and transparency within public administration are enhanced through capacity development of State Entities, including gender sensitive approaches.”

As mentioned before, UNDP Azerbaijan has a well-deserved reputation as a long-time supporter of a number of ICT-for-Development projects in Azerbaijan and has in the past partnered with different national institutions for the management of high-level events with the UN mandate.

Considering the involvement of UNDP in the IGF meeting in Baku in 2012, special attention will be given to the inclusion of themes on impact of internet access and governance on human development in Azerbaijan and globally. The purpose of this initiative is to highlight the importance of human development issues at this very high level event. Arrangement of a separate session on internet’s impact on human development will be incorporated into the IGF agenda and discussed in the preparatory meetings with all relevant parts (MoCIT, UNDESA, IGF Secretariat in Geneva).

The purpose of this current project is supporting the Ministry of Communication and IT in the preparatory works and management of the Seventh meeting of IGF 2012 in line with the expectations of the international IT community and the Government of Azerbaijan.

III. Results and Resources Framework

<p>Intended Outcome as stated in the Country Programme Results and Resource Framework: UNDAF outcome 3: State strengthens the system of governance with the involvement of Civil Society and in compliance with its international commitments, with particular emphasis on vulnerable groups. Country Programme 3.2: Efficiency, accountability and transparency is enhanced through capacity development of State Entities, including gender sensitive approaches</p>				
<p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: Number of IT innovations implemented contributing to increased transparency in public administration Baseline (June, 2010): 2; Target: 5</p>				
<p>Partnership Strategy: The project will work in partnership with the Ministry of Communications & IT, IGF Azerbaijan (NGO) and other ministries</p>				
<p>Project title and ID (ATLAS Award ID):</p>				
INTENDED OUTPUTS	OUTPUT TARGETS FOR 2012	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output Strong local capacity is in place for the successful implementation of the IGF 2012 in Baku</p> <p>Baseline: Government of Azerbaijan will host the meeting of IGF on 5-9 November of 2012 for the first time.</p>	<p>1. At least 1,200 participants attend the meeting of IGF 2012 in Baku 2. At least 6 panel sessions organized at the meeting of IGF 2012 in Baku</p>	<p>1. Activity result: IGF Secretariat is established and operational at least 6 months prior to the launch Actions:</p> <ul style="list-style-type: none"> - Identify the teams that will form the Secretariat - Prepare Terms of Reference for the team leaders/teams - Organize recruitment and establishment of the Secretariat - Arrange necessary office premises for the accommodation of the Secretariat - Organize procurement of necessary furniture/office equipment - Arrange for the training of 	<p>UNDP</p>	<p>Inputs by UNDP: 150,000 \$ - overall advisory and administrative support; Local consultants 15,000\$ Travel: 20,000\$ Contractual Services Individual: 100,000\$ Miscellaneous: 5,000\$</p>
<p>Indicator: 1. No. of participants</p> <p>There is a necessity to undertake serious preparatory works and create strong national capacity to accommodate such high level UN mandated event in Baku.</p>				<p>Audio-visual and printing production costs: 10,000\$</p>

attending IGF 2012 2. No. of panel sessions organized		the recruited staff and volunteers		MOCIT input: 500,000\$ Local consultants: 30,000 \$ Travel: 70,000 \$ Contractual Services Companies: 50,000 \$ Rental and Maintenance of Other Equipment: 50,000 \$ Audio-visual and printing production costs: 150,000 \$ Miscellaneous: 125,000 \$ GMS: 25,000\$
		2. Activity result: Preparatory works for IGF 2012 is completed Actions: - Develop and approve IGF Agenda - Prepare and publish awareness-raising and conference related materials (booklets, bags, posters, other relevant publications); - Arrange for the advertisements aimed at marketing event; - Prepare and launch of IGF 2012 web-site and official logo - Arrange for the travel of meeting participants - Arrange for the accommodation of the meeting participants - Arrange for the transportation of the meeting participants - Organize sessions attached to IGF	MOCIT	MOCIT input: 500,000 \$ International consultants: 70,000 \$
		3. Activity result: IGF 2012 is launched Actions: - Identify venue for the	MOCIT	MOCIT input: 500,000 \$ International consultants: 70,000 \$

		<p>opening/closing ceremony and respective sessions of IGF 2012</p> <ul style="list-style-type: none"> - Design the lay-out of the venue and arrange for necessary equipment - Official launch of the IGF 2012 with necessary contracts signed with relevant vendor 		<p>Travel: 70.000 \$</p> <p>Contractual Services Individual: 50.000 \$</p> <p>Rental and Maintenance-Premises: 55.000 \$</p> <p>Audio-visual and printing production costs: 110.000 \$</p> <p>Supplies: 40.000 \$</p> <p>Hospitality: 30.000 \$</p> <p>Miscellaneous: 50.000 \$</p> <p>GMS: 25.000\$</p>
		<p>4. Activity Result: Results based project management is ensured</p> <p>Actions:</p> <ul style="list-style-type: none"> - Monitor implementation of the project objectives - Prepare annual work plans and budget revisions - Annual update of RMG logs - Prepare and maintain inventory lists - Ensure project operational and financial closure 	<p>MOCIT</p>	<p>MOCIT input: 500.000 \$</p> <p>Contractual Services Individual: 80.000 \$</p> <p>Reimbursement costs: 180.000 \$</p> <p>Equipment and Furniture: 80.000 \$</p> <p>Travel: 100.000 \$</p> <p>Miscellaneous: 35.000 \$</p> <p>GMS: 25.000\$</p>

**IV. Annual Work Plan
Year: 2012**

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET							
		Q1	Q2	Q3	Q4		Funding Source	Budget description	Budget account	Amount, US\$				
Output Strong local capacity is in place for the successful implementation of the IGF 2012 in Baku Baseline: Government of Azerbaijan will host the meeting of IGF in the fall of 2012 for the first time. There is a necessity to undertake serious preparatory works and create strong national capacity to accommodate such high level UN mandated event in Baku. Indicator: 1. No. of participants attending IGF 2012 2. No. of panel sessions organized	1. IGF Secretariat is established and operational at least 5 months prior to the launch Actions: - Identify the teams that will form the Secretariat - Prepare Terms of Reference for the team leaders/ teams - Organize recruitment and establishment of the Secretariat - Arrange necessary office premises for the accommodation of the Secretariat 2. Preparatory works for IGF 2012 is completed Actions: - Develop and approve IGF Agenda - Publish conference related materials - Prepare and launch of	X	X	X		UNDP	12	Local consultants	71300	15,000	150,000 USD			
		X	X				12	Travel	71600	20,000				
		X	X				12	Contractual Services- Individual	71400	100,000				
		X					12	Audio Visual and Printing Production Costs	74200	10,000				
		X	X				12	Miscellaneous	74500	5,000				
		X	X	X	X					500,000 USD				
								GOV						

				X																						
		4. Results based project management is ensured																								
		Actions: <ul style="list-style-type: none"> - Prepare annual work plans and budget revisions - Annual update of RMG logs 		X																						
	1060	Miscellaneous												1060	Facilities & Administration		75100	25,000								
	1060	Miscellaneous												1060	Contractual Services- Individuals		71400	80,000								
	1060	Travel												1060	Equipment & Furniture		72200	80,000								
	1060	Reimbursement costs												1060	Reimbursement costs		73500	180,000								
	1060	Miscellaneous												1060	Miscellaneous		74500	35,000								
	1060	Facilities & Administration												1060	Facilities & Administration		75100	25,000								

V. Management Arrangements

National Execution (NEX): The project will be nationally executed, implemented by the Ministry of Communications & IT (MoCIT) that 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, MOCIT will be responsible for overall project management. Besides, it will be responsible for the facilitation of all project activities such as, trainings for respective staff, appropriate access to project sites, relevant data, records, agencies and authorities. UNDP will provide support and services including procurement and contracting, human resources management and financial services in accordance with the relevant UNDP Rules and Procedures and RBM guidelines.

Project steering committee: The Project Steering Committee will be the executive decision making body for the project, providing guidance to the Project Manager, and approving project revisions. The Project Steering Committee will consist of two members:

- The Executive (Implementing Partner). This position will be held by the Minister of Communications and IT or his authorized representative;
- The Senior Supplier. This position will be held by the UNDP RR/DRR, or a designated UNDP Programme Advisor.

Project Assurance: UNDP will designate a Programme Advisor to provide independent project oversight and monitoring functions, to ensure that project activities are managed and milestones accomplished. The UNDP Programme Advisor will be responsible for reviewing Risk, Issues logs, Annual Plan of Activities, budgets and ensuring compliance with the Monitoring and Communications Plan.

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

Expert support: Most of the activities will be conducted by both national experts. Additional experts can be hired to provide a third party assessment of the projects activities and accomplishment of project goals and outputs.

Project team composition: The Project Management Team consists of Project Manager, Project analysts and financial & administrative assistants. In addition to this, IGF Secretariat will be established. The Secretariat will be comprised of 7 teams each lead by a respective Team Leader. The Secretariat will report to the Project Management Team.

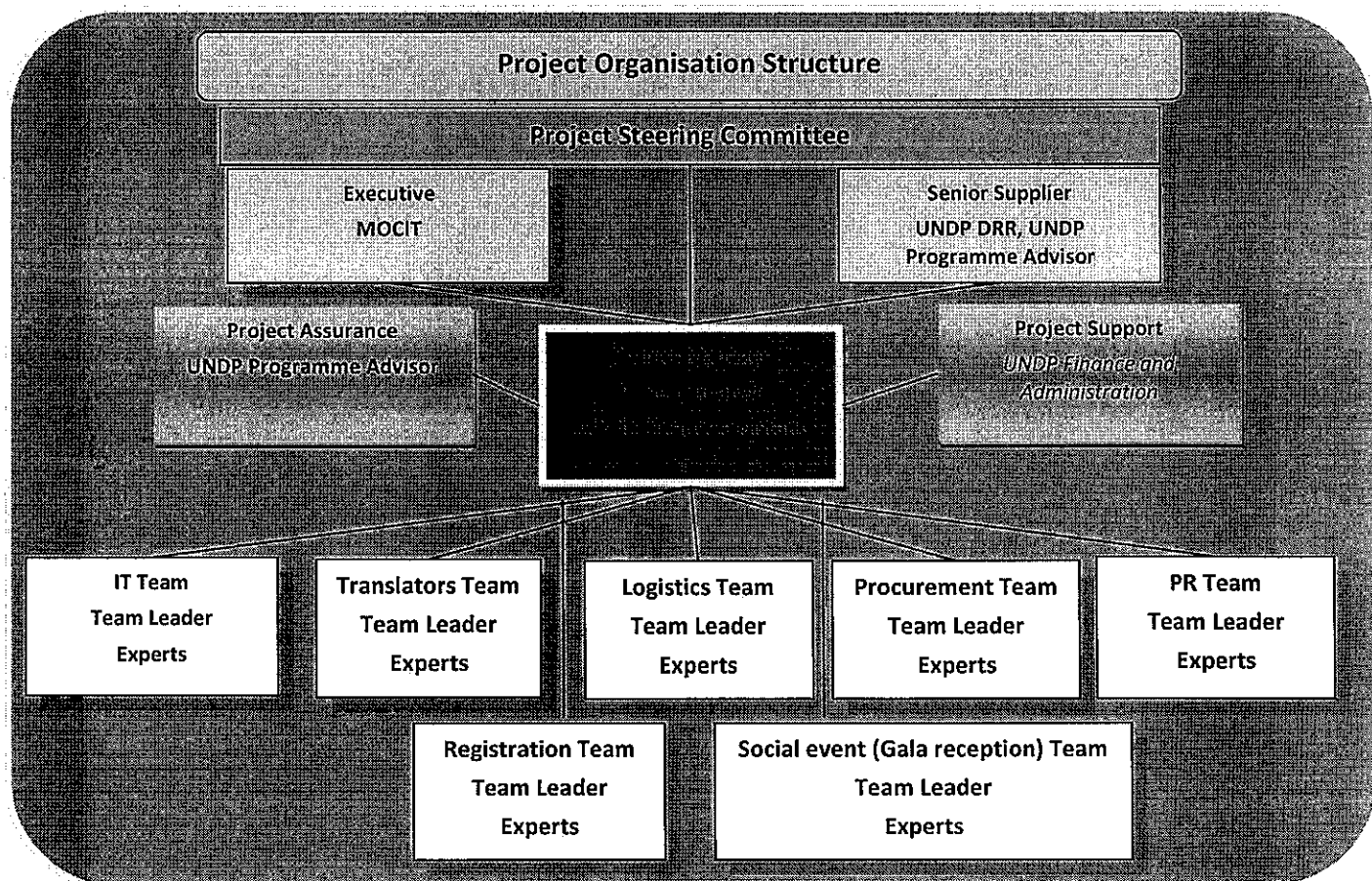
Project Manager: The Project Manager will be tasked with the day-to-day management of project activities, as well as with financial and administrative reporting. He will be responsible for project implementation and will be guided by Annual and Quarterly Work Plans and follow the RBM standards. PM's prime responsibility is to ensure that the project produces the planned outputs by undertaking necessary activities specified in the project document to the required standard of quality and within the specified constraints of time and cost.

Project analyst, finance / administrative staff:

The Project analyst will be responsible for reviewing the work plans and monitoring of project progress and budget implementation, in consultation with the Project Manager prepares the project objectives and action plans, provide consultancy and monitor procurement activities undertaken in the framework of the project. The project's finance and administrative staff will be responsible for day-to-day implementation of the project's financial and administrative issues, such as preparation of payment requests, due record keeping of project inventory; making of travel arrangements, etc.

IGF Secretariat:

The Secretariat will be composed of 7 teams: Information Technologies, Translation, Logistics, Procurement, Public Relations, Communications, Registration and Social event (Gala reception). Each team will be lead by a team leader and will be comprised of locally recruited team members.



Audit Arrangements: The project will be subject to internal audit as required by the UNDP rules and procedures.

VI. Legal Context

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Azerbaijan and UNDP, signed on February 6, 2011.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the executing agency and its personnel and property, and of UNDP's property in the executing agency's custody, rests with the executing agency.

The executing agency shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) assume all risks and liabilities related to the executing agency's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing agency agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

VII. Quality Management for Project Activity Results

OUTPUT : Strong local capacity is in place for the successful implementation of the IGF 2012 in Baku		
Activity Result 1	<i>IGF Secretariat is established and operational at least 5 months prior to the launch</i>	Start Date: 01/03/2012 End Date: 31/12/2012
Purpose	Establish and train IGF Secretariat that will act the major working body during preparation and launch of the IGF 2012 meeting in Baku	
Description	<i>Establishment of the IGF Secretariat, recruitment and training of respective IGF teams</i>	
Quality Criteria	Quality Method	Date of Assessment
<i>Number of IGF Secretariat team members completed specialized trainings</i>	Ensuring qualified trainings for IGF secretariat, monitoring and reporting of IGF Secretariat activities by the Project Management Team	Continuous throughout the project.
Activity Result 2	<i>Preparatory works for IGF 2012 is completed</i>	Start Date: 01/03/2012 End Date: 31/12/2012
Purpose	Ensuring that all necessary preparatory works for the launch of IGF 2012 is on track as per established milestones	
Description	All necessary conference-related materials and publications are prepared, IGF 2012 web-site is launched and operational, necessary logistics issues are handled on timely and professional manner	
Quality Criteria	Quality Method	Date of Assessment
Conference related materials are approved by the PSC IGF2012 web-site is launched and operational IGF Agenda that contains a separate session on internet's impact on human development is approved Number of confirmed participants with all necessary logistics arrangements completed	Monitoring of preparation of conference materials, functionality test of all options and features of IGF 2012 web-site	Continuous throughout the project.
Activity Result 3	<i>IGF 2012 is launched</i>	Start Date: 01/03/2012 End Date: 31/12/2012
Purpose	Official launch of the meeting of IGF 2012 in Baku	
Description	Conference in publicly launched with the attendance of high-level participants, necessary IGF meeting sessions are organized	
Quality Criteria	Quality Method	Date of Assessment
Number of participants attending	Ensuring proper registration at the	IV quarter of 2012

IGF 2012 Number of sessions organized at the IGF 2012	event, quality of presentations at the sessions	
Activity Result 4	Project is being implemented according to the AWP	Start Date: 01/03/2012 End Date: 31/12/2012
Purpose	To ensure project management quality	
Description	Ongoing project management, monitoring and reporting according RMG	
Quality Criteria	Quality Method	Date of Assessment
Project activities are delivered in time and in agreed quality level, financial resources are used in line with agreed budget. Qualified project staff is available; Number of progress reports produced No of steering committee meetings conducted	Minutes of the Steering Committee Meeting's, CDRs, progress reports, Review of procurement plan updates.	Continuous during the project.

RISK LOG



Project Title: Establishment of IGF Secretariat

Award ID:

Date:

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Time constraint and lengthy procurement procedures may result in delays		Operational	I = 4 P = 3	<ul style="list-style-type: none"> - Coordinate closely with the UNDP procurement and finance and the Donor to ensure timely execution of all necessary contracting matters - Review and ensure immediate response to the changes and modifications in the project procurement plan 	UNDP	Programme Adviser		
2	High number of visa application and issuing procedures may result in non-attendance of participants		Operational	I = 4 P = 3	<ul style="list-style-type: none"> - Coordinate closely with the MFA and embassies/consulates of Azerbaijan abroad to facilitate the visa issuing process for foreign participants 	MoCIT	Programme Adviser		