

## Project

### "ENHANCING THE PROFESSIONAL AND OPERATIONAL CAPACITIES OF THE STATE AGENCY FOR PUBLIC SERVICE AND SOCIAL INNOVATIONS"

#### PROJECT APPRAISAL COMMITTEE MEETING

#### MINUTES

**Date:** 23 January 2013

**Venue:** UNDP office

**Chair:** Nato Alhazishvili

**Participants:**

Ms. Nato Alhazishvili, Deputy Resident Representative

Ms. Jamila Ibrahimova, Head of Programme Unit

Mr. Shamil Rzayev, Senior Programme Adviser

Mr. Elnur Khalilov, Programme Adviser

Mr. Chingiz Mammadov, Senior Programme Adviser

Mr. Vugar Allahverdiyev, Programme Adviser

Ms. Leyla Fathi, Programme Associate

**Project Presenter:** Mr. Elnur Khalilov, Programme Adviser

#### 1. Introduction

Ms. Nato Alhazishvili welcomed participants and noted that the purpose of the local appraisal committee meeting is to review the project document and suggest any amendments/changes before it is presented to the signature of the UNDP RR in Azerbaijan.

#### 2. Presentation of the project

Mr. Elnur Khalilov informed that the new State Agency for Public Service and Social Innovations (hereinafter Agency) under the President of the Republic of Azerbaijan was established by the Decree of the President of the Republic of Azerbaijan No.685 dated 13 July 2012. The Agency is the central executive body that is mandated to carry out the unified management of the "ASAN" (Easy) service centers, monitor their activities, facilitate integration of various databases of state entities, and accelerate the organization of electronic services. The "ASAN" service centers are designed as a new model of service delivery to the satisfaction of the citizens.

The first ASAN service center was established as a pilot project in Baku end of 2012. In future 2 or 3 more centers is planned to create in Baku in addition to those to be established in Sumgait and Ganja cities one in each. They will generate new high-quality public services provided by the state to citizens in offline and online modes, as well as ensure the service uniformity and efficiency. Alongside the traditional services that the state entities are extending to citizens the ASAN Service Centers are expected to provide e-services in innovative way in much respect.

Also, Mr. Khalilov informed, that Ms. Nato Alhazishvili, Mr. Mezahir Efendiyev and he met with Mr. Kerimov, Head of Agency and Mr. Azad Jafarli, Head of International & Public Relations

Department and expressed UNDP readiness to provide assistance to the Agency. Mr. Kerimov was provided with information on UNDP e-Governance portfolio and offered international expertise to assist the Agency in its establishment and further development. Mr. Kerimov thanked UNDP for this offer and briefed about the current state of affairs. He said, that the Agency is about to operationalize a temporary office that will provide e-services to population; showed new three designs of ASAN future administrative centers which will be established in Baku and in the regions.

### **3. Summary of discussions**

Mr. Khalilov presented the "Enhancing the Professional and Operational Capacities of the State Agency for Public Service and Social Innovations" project covering the project background, niche for the UNDP support, project objectives, activities and budget. This proposed project aims is to support the Agency by building its operational and strategic capacities to perform the assigned functions as the country's leading e-Government institution acting on behalf and in cooperation with other state entities in public service provision.

The project includes two components:

- 1) Organisational development and coordination;
- 2) Creation of regulatory basis for the interoperability of citizen-centric public e-services.

Total budget - \$100,000 (from UNDP only).

Ms. Alhazishvili informed that Donor Coordination Meeting on Assistance to Agency was organized by UNDP on 14 December 2012. She said that that the main purpose of the meeting was to coordinate efforts of all donors in providing the assistance to the newly established Agency. Ms. Alhazishvili mentioned that UNDP has a long standing partnership with Government of Azerbaijan in e-Governance and the experience gained in this area in line with existing capacities will brought to the benefit of the new initiative. She also underlined importance of the establishment of the ASAN service aimed to improve social services to the population. She added that Mr. Inam Kerimov, the Head of the Agency, who joined the donor coordination meeting made a presentation to introduce major objectives, structure and plans of the Agency, listing major services that will be provided and possible areas for cooperation with the international community.

Mr. Chingiz Mammadov asked how many project staff will be recruited and whether the budget amount will be sufficient to cover their salaries.

Mr. Khalilov responded that UNDP will recruit only Project Manager for a one year period and he/she will be paid according the UNDP Service Contract salary scale.

Ms. Jamila Ibrahimova asked how which countries will be visited during the study tours.

Mr. Khalilov said that Singapore, South Korea, Malaysia, Austria, Germany and Estonia are leading countries with such innovations. It is planned to conduct three study tours.

In conclusion, Ms. Alhazishvili thanked all participants for active participation and expressed the hope that this first step in establishing assistance to Agency will continue and will transform into actual large project.

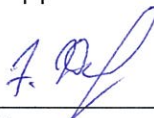
#### 4. Follow-up Actions

The committee did not see the necessity to make any changes/amendments to the project document.

#### 5. Decision

The LPAC decided to recommend approval of the project.

Prepared by: Signature \_\_\_\_\_



Mr. Elnur Khalilov, Programme Adviser

Approved by: Signature \_\_\_\_\_



Ms. Nato Alhazishvili, Deputy Resident Representative