

INFORMATION

of the Civil Service Commission under the President of the Republic of Azerbaijan on survey related to the highest standards of the promotion and protection of human rights, fairness, accountability, transparency and efficiency, competence and immunity according to the Resolution of United Nations No 19/20 on "The role of good governance in promotion and protection of human rights"

Paragraph 1:

One of the main goals of the Commission during the beginning of its activity was development of professional skills of civil servants. In order to achieve this goal Commission set of its activity in two directions.

The first direction was studying the training needs of civil servants and delivering trainings for meeting these needs. Until now the Commission delivered trainings for civil servants serving in the sixth-ninths classifications of civil service positions on different fields. These trainings mostly delivered by employees of the Commission and international experts.

The second direction is additional education of civil servants. Several types of additional education were intended in the legislation and the Commission considers appropriate to apply professional development in civil service. Proposals on improvement of legislation related to application of professional development in civil service field are currently being prepared by the Commission.

Paragraph 2:

The Commission delivers trainings for civil servants related to high-level provision of human and civil rights and freedoms by civil servants within the country and abroad on a regular basis. The main purpose of delivering these trainings is to develop necessary professional skills of each civil servant on different fields of modern management and to ensure high level service for citizens on activity directions of state bodies. Thus, trainings were delivered by the Commission for civil servants of central and local executive power bodies, as well as judicial power bodies on a regular basis during 2007-2011. In general, about 3500 civil servants were involved to more than 100 trainings organized by the Commission. Also during this

period, more than 60 trainings on various topics were delivered abroad with the participation of civil servants serving in state bodies.

During 2011 more than 600 civil servants serving generally in 75 city and regions were involved to the local and regional trainings organized in Baku, Ganja, Mingachevir, Shaki, Aghjabadi, Ismayilli, Guba, Lankaran and Salyan.

Civil servants serving in the Commission and other state bodies took part in 17 trainings organized abroad on different topics during 2011.

Paragraph 3:

The main objectives of the central apparatus of the state bodies of the Republic of Azerbaijan operating in different directions are to participate in public policy formulation of various fields and implementation of this policy, as well as application of coordination, monitoring, control measures of the state related to these fields. Subordinating and direct local divisions provide relevant executive functions related to implementation of the on-field policy of the civil service institutions in the places. Thus, subordinating divisions of the central apparatus of the state bodies and direct local divisions provide public services to the population, as well as conduct regulation in the activity of non-governmental institutions operating in these directions. As the result central and subordinating divisions of civil service institutions organize services for citizens directly or indirectly and carry out provision of their rights in their daily lives.

Paragraph 6:

The Republic of Azerbaijan restored its independence on 18 October 1991 and started to operate with confidence in international relations and as a full member of international relations became the active participant in the processes of the region and the world. Our Republic continues reforms of national state building in accordance with the public administration systems adopted in the modern world. The main objective of the reforms carried out is formation of a flexible public administration system, achievement of high-level state guarantees for human and civil rights and freedoms. One of the steps taken in these directions as a result of the reforms in the civil service was adoption of the Law of the Republic of Azerbaijan "On Civil Service" on July 21, 2000. The formation of single state policy in civil service of the Republic of Azerbaijan was founded with the adoption of this Law.

Since the Law of the Republic of Azerbaijan "On Civil service" regulated the new public relations, a number of problems arise during the implementation of this Law, such as unavailability of the relevant state body to be responsible for the civil service issues. Taking this into consideration the Civil Service Commission under the President of the Republic of Azerbaijan was established by the Decree of the President of the Republic of Azerbaijan as of 19 January, 2005. Main aims of the Commission are organization of the standard legal acts enforcement adopted in the civil service area, selection and placement of the civil service HR on the competitive basis, professional development, attestation and social protection of the civil servants, as well as guaranty of the performance of the policy provided for by the legislation of the Republic of Azerbaijan referring to other issues related to the civil service.

The citizens taking part in the civil service competitions use their rights of participation in public administration intended in Article 55 of the Constitution. In this regard, citizens apply on-line to the Commission in accordance with the requirements of legislation for registration of their candidacy by selecting positions appropriate to their knowledge and skills.

One of the main works done by the Commission was establishment of single standards on holding all administrative positions belonging to its jurisdiction. These standards provide equal opportunities and fair and objective selection for all citizens to participate in the competition. Currently, there are 4 different types of models of holding administrative positions in civil service system of the country consisting of competition, general interview, internal interview and interview.

One of the main areas of human resources management in civil service was establishment of reserve staff management institute. Currently, there are 3 types of management of the reserve staff. These are institute of reserve staff formed on the basis of competition, the institute of reserve senior civil servants and institution of civil servants terminated from civil service.

In addition, performance appraisal system has been designed which will be a significant impetus for the development of the civil service system and it is intended to be applied in the nearest future.

Paragraph 7:

Legal basis on all stages of civil service recruitment process has been defined and relevant measures are taken for improvement of this process on a regular basis. Several legal mechanisms have been created for promotion in civil service positions. Thus, we can show institutions of general and internal interview as an example. It

should be noted that the application of institution of the performance appraisal of civil servants intended to be applied in the nearest future will create serious conditions for sound organization of promotion.

In general, it should be noted that the status of civil servants serving in civil service is determined directly by legislation. Relevant measures are taken by the Commission in order to protect the rights of civil servants. Regular monitoring is carried out related to the application of the legislation in state bodies, complaints of civil servants are investigated and appropriate measures are taken on violations.

Paragraph 8:

The draft of the standard legal act which determines minimal standards for civil service recruitment was prepared by the Commission and "General terms of holding vacant positions related to the sixth-ninth classifications of administrative positions" was approved by the Cabinet of Ministers in 2009. Minimum requirements on education, work experience and necessary level of legislation and scientific-theoretical knowledge for holding mentioned classification of positions were intended in the General terms.

In this regard, the Commission agreed and approved with each state body on an individual basis the "Organizational-legal documents and Collection on administrative positions" for determination of minimal standards of the sixth-ninth classifications of administrative positions. This document provides equal basis for citizens to be recruited to civil service and objective and professional organization of selection process.

Paragraph 9:

The Commission carries out the functions related to goals and objectives defined by the legislation, as well as implements necessary measures on works entrusted him for concrete period of time in several state programs and national strategies. It should be noted that currently the draft of the "Development strategy of personnel policy in the state bodies of the Azerbaijan Republic" is being prepared in the Commission.

Determination of future development directions of civil service of the Republic of Azerbaijan and improvement of performance in this field are considered in this Strategy which is intended to be approved in 2013.