

**Approved by resolution of the Board  
of the Chamber of Auditors of  
the Republic of Azerbaijan  
№ 282/1 from December 5, 2016**

**WORKPLAN OF  
THE CHAMBER OF AUDITORS OF THE REPUBLIC OF AZERBAIJAN  
for 2017**

No.	Description of the action	The document according to which it is prepared	Term of execution	Responsible persons for execution	Notes
<b>I. ORGANIZATION AND REGULATION OF AUDIT</b>					
<b>1.1</b>	Preparation of a summary of annual reports for 2016 submitted by independent auditors and audit organizations	Audit related legislative instruments	March	R.Jafarli	
<b>1.2</b>	Preparation of a unified register of information on audits conducted at the business entities in 2016	Conception*	I QTR	R.Jafarli, N.Talibov	
<b>1.3</b>	Preparation of database for 2016 regarding reports of independent auditors and audit organizations	Workplan of the Chamber of Auditors	I QTR	R.Jafarli	
<b>1.4</b>	Analysis of reports on results of 2016 submitted by independent auditors and audit organizations and drafting of recommendations	Audit related legislative	April	R.Jafarli , N.Talibov	

		instruments			
<b>1.5</b>	Determination of auditors' rating for 2016	Conception*	April	N.Talibov, R.Jafarli , Relative committees under the Board of the Chamber	
<b>1.6</b>	Analysis of economic performance regarding Economic sectors and regions of the country as per the results of audits implemented in 2016	Audit related legislative instruments	May- September	N.Talibov, R.Jafarli, Relative committees under the Board of the Chamber	
<b>1.7</b>	Execution of the activities scheduled in the Concept of development of audit services in Azerbaijan Republic (2012-2020)	Conception*	By submitting report in July and December	Administration, Structural divisions of the Chamber, Relative committees under the Board of the Chamber	
<b>1.8</b>	Preparation of a summary on reports submitted for I half-year of 2017 by independent auditors and audit organizations	Audit related legislative instruments	August	R.Jafarli	
<b>1.9</b>	Analysis of reports submitted for I half-year of 2017 by independent auditors and audit organizations and preparation of recommendations	Audit related legislative instruments	August	R.Jafarli	
<b>1.10</b>	Analysis of the system of audit statistical indicators and preparation of corresponding summary	Audit related legislative instruments	September	R.Jafarli , N.Talibov,	
<b>1.11</b>	Analysis of audit services market in Azerbaijan	Audit related legislative instruments	Within a year	S.Gulmammadov, K.Taghizade, R.Jafarli , Relative committees under the Board of the Chamber	P-p

<b>1.12</b>	Conduction of inspections upon the order of authorized state bodies	Audit related legislative instruments	Within a year	M.Abbasov, Responsible persons	
<b>1.13</b>	Drafting and discussion of regulatory framework with respect to audit legislation:				
<b>1.13.1</b>	Improvement of legal and regulatory framework of audit service	Conception*	2017	M.Abbasov, N.Talibov, Relative committees under the Board of the Chamber	
<b>1.13.2</b>	Preparation of drafts of additions and amendments to the legislative acts and other legal and regulatory framework of the Republic of Azerbaijan with respect to enactment of the new law "On Auditing Activity"	Conception*	Upon enactment of the law	M.Abbasov, N.Talibov, Relative committees under the Board of the Chamber	
<b>1.13.3</b>	Participation in preparation of draft laws on financial control, accounting and audit and issuing an opinion	Conception*	2017	M.Abbasov, N.Talibov, Relative committees under the Board of the Chamber	
<b>1.14</b>	Preparation of programs, instructions, recommendations and methodical directives connected with the audit service	Conception* and Audit related legislative instruments	2017	N.Talibov, Structural divisions of the Chamber, Relative committees under the Board of the Chamber	P-p
<b>1.15</b>	Conduction of measures related to full, associative and honorary membership in the Chamber of Auditors	Audit related legislative instruments	2017	S.Gulmammadov, K.Taghizade, V.Rahimov,	

				Relative committees under the Board of the Chamber	
<b>1.16</b>	Taking measures to prevent evasion from mandatory audit	Conception*	2017	Management, Structural divisions of the Chamber	P-p
<b>1.17</b>	Preparation and implementation of measures against dumping and unfair competition	Conception*	2017	M.Abbasov, Structural divisions of the Chamber Relative committees under the Board of the Chamber	P-p
<b>1.18</b>	Preparation and application of the system of measures for strengthening of public confidence to and promotion of the audit	Conception*	2017	S.Gulmammadov, Relative Structural divisions, Relative committees under the Board of the Chamber	P-p
<b>1.19</b>	Studying and applying foreign practice related to organization of an audit	Conception*	2017	S.Gulmammadov, N.Talibov, Relative committees under the Board of the Chamber	P-p
<b>1.20</b>	Providing the auditors with methodical aids (as well as regulatory documentation of international professional organizations)	Conception*	2017	S.Gulmammadov, V.Rahimov, Relative committees under the Board of the Chamber	
<b>1.21</b>	Improving suggested minimal thresholds of value of the audit services conducted in the territory of the Republic of Azerbaijan	Audit related legislative instruments	2017 January	V.Rahimov, N.Talibov, Relative committees	

				under the Board of the Chamber	
<b>II. APPLICATION OF INTERNATIONAL STANDARDS ON AUDITING</b>					
<b>2.1</b>	Implementation of measures on translation and use of the methodical aids of IFAC and other professional organizations in connection with the implementation of international standards:	Conception*	2017	N.Talibov, V.Rahimov, Working group	
<b>2.1.1</b>	Revision and publishing the comments to International Standards on Accounting	Conception*	I QTR	N.Talibov, V.Rahimov, Relative committees under the Board of the Chamber	
<b>2.1.2</b>	Translation, revision and publishing of regulations on the application of ISA in the small and medium-sized enterprises	Conception*	2017	N.Talibov, V.Rahimov, Relative committees under the Board of the Chamber	P-p
<b>2.1.3</b>	Translation of other documents	Audit related legislative instruments	2017	N.Talibov, V.Rahimov, Working group, Relative committees under the Board of the Chamber	
<b>2.2</b>	Organization of awareness raising among auditors with respect to additions and amendments to the International Standards on Auditing and the Code of Ethics for Professional Accountants on an ongoing basis	Audit related legislative instruments	2017	S.Gulmammadov, V.Rahimov, N.Talibov, Relative committees under the Board of the	

				Chamber	
<b>III. ENSURING OF QUALITY CONTROL, ETHICS AND TRANSPARENCY</b>					
<b>3.1</b>	Analysis of the state of external quality control of the audit conducted by audit organizations (independent auditors) in 2016 and preparation of respective summary	Audit legislation and membership requirements of IFAC	January 2017	Y.Namazaliyev	
<b>3.2</b>	Progressing of relative legal and institutional measures for ensuring external control over audit activity:	Conception*	2017	Y.Namazaliyev, Relative committees under the Board of the Chamber	
<b>3.2.1</b>	Preparation and submission of quality related working papers and respective tables	Audit related legislative instruments	January 2017	Y.Namazaliyev, Relative committees under the Board of the Chamber	
<b>3.2.2</b>	Preparation and submission of quality control related report form	Audit related legislative instruments	January 2017	Y.Namazaliyev, Relative committees under the Board of the Chamber	
<b>3.3</b>	Holding investigations of incoming appeals, applications and complaints	Upon instruction of management of the Chamber	Within a year	M.Abbasov, Responsible persons , Relative committees under the Board of the Chamber	
<b>3.4</b>	Implementation of external quality control of audit services and preparation a summary on its results on the basis of the approved plan, corresponding to requirements of the Statements of Membership Obligations (SMO) of IFAC № 1	Conception* and membership obligations to IFAC	Within a year, December	Y.Namazaliyev, Relative committees under the Board of the Chamber	

<b>3.5</b>	Control over the observance of the rules of ethical behavior by members of the Chamber of Auditors and preparation of the annual report on this	Conception*	December	M.Abbasov, Y.Namazaliyev, Relative committees under the Board of the Chamber	
<b>3.6</b>	Preparation of proposals for ensuring transparency in private sector and regarding requirements (compliance mechanism) on anticorruption, transparency, ethical behavior and reporting with the purposes to combat corruption.	The Action Plan of the Chamber of Auditors of the Republic of Azerbaijan on Implementation of National Action Plan for Promotion of Open Government for 2016-2018	2017	M.Abbasov, Relative committees under the Board of the Chamber	P-p
<b>3.7</b>	Organization of information exchange and efficient coordination of the Chamber of Auditors and the authorities specialized in anticorruption efforts	The Action Plan of the Chamber of Auditors of the Republic of Azerbaijan on Implementation of National Action Plan for Promotion of Open Government for 2016-2018	2017	M.Abbasov, Relative committees under the Board of the Chamber	
<b>3.8</b>	Improvement of Anti-Money Laundering/Combating the Financing of Terrorism (AML/CFT) obligations of auditors: Reconcilement of AML/CFT obligations of auditors with international standards as consistent with the type of activity of the auditors	National Action Plan *	2017	M.Abbasov, Relative committees under the Board of the Chamber	P-p
<b>3.9</b>	Fulfillment of works recommended to the Chamber of Auditors of the	NAP for 2017-		M.Abbasov,	

	Azerbaijan Republic in “National Action Program on Anti-Money Laundering/Combating the Financing of Terrorism (AML/CFT) for 2017 – 2019”:	2019 regarding combat against AML/CFT		N.Talibov, S.Gulmammadov, Y.Namazaliyev, R.Jafarli , Relative committees under Board of the Chamber	
<b>3.9.1</b>	Appointment of person responsible for implementing the law on combating AML / CFT in the field of audit services in the Chamber of Auditors	-----II-----	2017 January	M.Abbasov, Relative committees under the Board of the Chamber	
<b>3.9.2</b>	Appointment of structural division responsible for control of combating AML / CFT in the Chamber of Auditors	-----II-----	2017 January	M.Abbasov, Relative committees under the Board of the Chamber	
<b>3.9.3</b>	Taking measures for preparation and implementation of training strategy for combating AML / CFT and related training programs for auditors	-----II-----	2017 I half-year, On regular basis	S.Gulmammadov, Relative committees under the Board of the Chamber	
<b>3.9.4</b>	Ensuring methodical support to audit firms and independent auditors for establishment and effective implementation of internal controls for combating AML / CFT	-----II-----	2017 I half-year	M.Abbasov, Relative committees under the Board of the Chamber	
<b>3.9.5</b>	Ensuring methodical support to auditors in establishment a database for identification, verification of customer and beneficiary owners, identification of AML/CFT risks, application of information system designed to monitor transactions and risky customers	-----II-----	2017 I half-year	N.Talibov, R.Jafarli , Relative committees under the Board of the Chamber	



<b>3.9.6</b>	Ensuring methodical support to Auditors for determination and regular update of shady transactions indicators and AML/CFT typology	-----II-----	2017 I half-year	M.Abbasov, Y.Namazaliyev, relative committees under the Board of the Chamber	
<b>3.9.7</b>	Ensuring the methodical support to forming 'know your customer', including client acceptance policy	-----II-----	2017-2019 December	S.Gulmammadov, R.Jafarli , relative committees under the Board of the Chamber	
<b>3.9.8</b>	Ensuring methodical support to ensure the access of auditors to identification, accounting and operational data of persons responsible for combating AML/CFT	-----II-----	2017-2019 December	M.Abbasov, relative committees under the Board of the Chamber	
<b>3.9.9</b>	Assessment of internal audit results to determine the efficiency of internal control system for combating AML/CFT at audit firms	-----II-----	2017-2019 December	M.Abbasov, N.Talibov	
<b>3.9.10</b>	Training for the Chamber's personnel engaged in inspections with respect to combating AML/CFT	-----II-----	2017-2019	S.Gulmammadov, N.Talibov	
<b>3.9.11</b>	Taking measures for preparation and implementation of risk based control program by the Audit Chamber	-----II-----	2017-2019 December	N.Talibov, M.Abbasov, relative committees under the Board of the Chamber	
<b>3.9.12</b>	Taking measures for establishment of the quality control over information on shady transactions received by Financial Markets Control Chamber from Audit Chamber and its member audit firms and independent auditors, as well as feedback system	-----II-----	2017-2018	M.Abbasov, R.Jafarli , relative committees under the Board of the Chamber	

3.9.13	Promotion and ensuring the access of the Audit Chamber and its member audit firms and independent auditors to database of Financial Markets Control Chamber	-----II-----	2017	N.Talibov, F.Qarayev, I.Zeynalli, relative committees under the Board of the Chamber	
3.9.14	Implementation of measures to assess the risks associated with the Chamber's combating AML/CFT	-----II-----	2017-2019	M.Abbasov, N.Talibov, V.Rahimov, Y.Namazaliyev, relative committees under the Board of the Chamber	

#### IV. PERSONNEL TRAINING

4.1	Preparation of a curriculum and a schedule of courses of auditors qualification's increasing for 2017	Audit related legislative instruments	April	S.Gulmammadov, relative committees under the Board of the Chamber	
4.2	Organization of exams for obtaining the title of auditor	Audit related legislative instruments	June- December	S.Gulmammadov, relative committees under the Board of the Chamber	
4.3	Conducting of the courses of increasing of auditors' qualification	Audit related legislative instruments	September- On a regular basis	S.Gulmammadov, relative committees under the Board of the Chamber	

<b>4.4</b>	Conducting of the courses of increasing of auditors' qualification for staff (assistants, specialists) of audit organizations	Audit related legislative instruments	On a regular basis	S.Gulmammadov	
<b>4.5</b>	Conducting of the courses of internal audit	Audit related legislative instruments	On a regular basis	S.Gulmammadov, N.Talibov, V.Rahimov, relative committees under the Board of the Chamber	
<b>4.6</b>	Conducting of the courses of accounting	Audit related legislative instruments	On a regular basis	S.Gulmammadov, N.Talibov, V.Rahimov	
<b>4.7</b>	Regular incorporation and training of updates to International Standards on Auditing and Code of Ethics for Professional Accountants into curriculum of courses of increasing of auditors' qualification	Conception*	2017	N.Talibov, S.Gulmammadov, relative committees under the Board of the Chamber	
<b>4.8</b>	Organization of exchanging of experience of auditors and the staff of the Chamber with foreign and international organizations	Audit related legislative instruments	2017 December	S.Gulmammadov, relative committees under the Board of the Chamber	
<b>V. INTERNATIONAL RELATIONS</b>					
<b>5.1</b>	Preparing and sending of information related to the execution of the action plan submitted to IFAC	Membership obligations to IFAC	2017 Within the terms defined by IFAC	N.Talibov, V.Rahimov, S.Gulmammadov, T.Amiraslanov, F.Qarayev, relative committees under the Board of	

				the Chamber	
<b>5.2</b>	Ensuring of participation of the Chamber's representatives in conferences, forums, symposiums and other events organized by international auditing and accounting organizations	Audit related legislative instruments	2017	S.Gulmammadov, N.Talibov, F.Qarayev, relative committees under the Board of the Chamber	
<b>5.3</b>	Expansion of relations with foreign audit and accounting organizations	Audit related legislative instruments	2017	S.Gulmammadov, T.Amiraslanov, relative committees under the Board of the Chamber	
<b>5.4</b>	Collaborative work with International Accounting Federation and EFAA	Audit related legislative instruments, Membership requirements of IFAC and EFAA	2017	N.Talibov, V.Rahimov, S.Gulmammadov, Structural divisions of the Chamber and relative committees under the Board of the Chamber	
<b>5.5</b>	Participation in preparation of audit related international regulations and surveys	Membership requirements of IFAC	2017	N.Talibov, V.Rahimov, S.Gulmammadov, T.Amiraslanov, relative committees under the Board of the Chamber	

**VI. PUBLICATIONS, CONFERENCES AND SEMINARS**

<b>6.1</b>	Organization of conferences, symposiums, round tables and seminars on actual problems of audit	Workplan of Chamber of Auditors	According to approved schedule	N.Talibov, S.Gulmammadov, Relative committees under Board of the Chamber, Structural divisions of the Chamber	P-p
<b>6.2</b>	Publishing of books, educational aids, informative and propagandistic materials on auditing	Audit related legislative instruments	2017	N.Talibov Authors' Group	P-p
<b>6.3</b>	Organizing of media coverage of the activities of the Chamber of Auditors	Audit related legislative instruments	2017	Q.Bayramov, S.Gulmammadov, Relative committees under the Board of the Chamber, Structural divisions of the Chamber	P-p

## VII. FINANCIAL AND INFORMATION SUPPORT

<b>7.1</b>	Update of information on audit firms and independent auditors – members of the Chamber of Auditors and publishing at the Chamber's Internet page	Workplan of Chamber of Auditors	January, On regular basis	S.Gulmammadov, K.Taghizade, R.Jafarli , I.Zeynalli , Relative committees under the Board of the Chamber	
<b>7.2</b>	Improvement of the Chamber's internet page	Conception*	I QTR	N.Talibov, F.Qarayev, I.Zeynalli , Structural divisions of the Chamber, Relative committees	

				under the Board of the Chamber	
<b>7.3</b>	Placement the decisions of the Board of the Chamber of Auditors and important documents related to the development of audit, on the website of the Chamber in English and Russian languages	Audit related legislative instruments	On a regular basis	F.Qarayev, T.Amiraslanov, Structural divisions of the Chamber, Relative committees under the Board of the Chamber	
<b>7.4</b>	Placement the resolutions of the Board of the Chamber of Auditors, orders and decrees of the Board Chairman on the Chamber's website	Audit related legislative instruments	On a regular basis	F.Qarayev, I.B.Zeynalli, Structural divisions of the Chamber And relative committees of Chamber	
<b>7.5</b>	The placement of updates of IFAC, EFAA and other international organizations on the Chamber's website	Audit related legislative instruments	On a regular basis, By presenting yearend statement	N.Talibov, S.Gulmammadov, T.Amiraslanov, Relative committees under the Board of the Chamber	
<b>7.6</b>	Regularly informing the public about activities of the Chamber of Auditors	Conception*	2017	S.Gulmammadov, Relative committees under the Board of the Chamber	
<b>7.7</b>	Preparation of a mobile version of the website of the Chamber of Auditors, opening of its page in the social network and operation of its active operation	The Action Plan of the Chamber of Auditors of the Republic of Azerbaijan on	2017	F.Qarayev, V.Rahimov, İ.B.Zeynalli Relative committees under the Board of the	

		Implementation of National Action Plan for Promotion of Open Government for 2016-2018		Chamber	
7.8	Interactive surveys through the official website of the Chamber	Conception*	2017	S.Gulmammadov, N.Talibov, I.Zeynalli , Relative committees under the Board of the Chamber	P-p
<b>VIII. INTERCHAMBER REGULATION</b>					
8.1	Preparation and presentation to the Administration of the President of the Republic of Azerbaijan of annual reporting forms #1 and 2 on conducting clerical work associated with applications of citizens to the Chamber of Auditors	Order of the Head of Administration of the President of the Republic of Azerbaijan No. 104 dated October 2016	Till 2017 10 January	M.Abbasov, Structural divisions of the Chamber, Relative committees under the Board of the Chamber	
8.2	Reporting on the results of operation of structural units of the Chamber of Auditors for the year 2016	Audit related legislative instruments	January	Q.Bayramov, F.Qarayev, N.Talibov, I.Zeynalli , Structural divisions of the Chamber	
8.3	Preparation and publication of Chamber directory	Audit related legislative instruments	January	S.Gulmammadov, K.Taghizade, F.Qarayev, V.Rahimov	
8.4	Reporting on results and auditing of financial and economic activities of the	Audit related	March	V.Rahimov	

	Chamber of Auditors for 2016	legislative instruments			
<b>8.5</b>	Reporting on results of operations of the Chamber of Auditors in 2016, communication to relevant authorities and the public	Audit related legislative instruments	I QTR	Q.Bayramov, Working group	
<b>8.6</b>	Preparation and analysis of quarterly reports on operations of structural divisions in 2017 and making respective recommendations	Audit related legislative instruments	Quarterly, (till the 5 <sup>th</sup> and 15 <sup>th</sup> of the following month)	Q.Bayramov, F.Qarayev, Z.Shahriyarli-Rzayeva Structural divisions of the Chamber	
<b>8.7</b>	Organization of investigation of disciplinary violations committed by independent auditors and audit firms and taking the appropriate disciplinary measures	Resolution of The Board of the Chamber of Auditors No. 269/1 dated 25 November 2015	By submitting interim statement in July	S.Gulmammadov, M.Abbasov, Relative committees under the Board of the Chamber	
<b>8.8</b>	Internal control in the Chamber of Auditors: - Control of execution of resolutions of the Auditors Board of the Chamber, orders and decrees of the Chairman of the Board of the Chamber; - Control of execution of letters, consideration of applications and complaints received by the Chamber; - Control of labor discipline; - Monitoring of activities of structural units.	Audit related legislative instruments	Within a year (By submitting statement in July)	Q.Bayramov, N.Talibov, F.Qarayev, Z.Shahriyarli-Rzayeva	
<b>8.9</b>	Preparation of the Workplan of the Chamber of Auditors for 2018	Audit related legislative instruments	November-December	Q.Bayramov, F.Qarayev, Structural divisions of the Chamber	

**Notes :**



\* Concept of Development of Auditing Services in the Azerbaijan Republic (2012-2020).

**Contents of the Workplan of the Chamber of Auditors of the Republic of Azerbaijan for 2017**

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