

**WORK PLAN
OF THE CHAMBER OF AUDITORS OF AZERBAIJAN REPUBLIC
for 2021**

№ on the list	Title of measure	The document on the basis of which it is prepared	Term of execution	Responsible executors	Note
I. ORGANIZATION AND REGULATION OF AUDIT					
1.1	Improvement of audit legislation	Concept* and Legislative acts on Auditing	According to Plan/ Program	E.Ibrahimov According to P/ P	G.Bayramov
1.2	Preparation of guidelines, recommendation, methodical instructions and commentary related with audit activity	Concept* and Legislative acts on Auditing	According to P/ P	E.Ibrahimov According to P/ P	N.Talibov
1.3	Take measures to strengthen public confidence in the audit	Concept*	According to P/ P	V.Javadov According to P/ P	N.Talibov
1.4	Regularly implementation of measures to increase value of the audit	Concept*	According to P/ P	V.Javadov According to P/ P	N.Talibov
1.5	Improvement of the activities of Committees under the Council of the Chamber	Concept*	I quarter	G.Bayramov	G.Bayramov
1.6	Operative analysis of the amounts of contracts concluded by auditors and opinions given on the contract	Concept*	Every month	G.Ahmadov	S.Gulmammadov
1.7	Maintaining a register of audit organizations authorized to conduct audit in public institutions	Concept*	During the year (by submission of the monthly report)	V.Javadov	S.Gulmammadov

1.8	Collection of annual reports of independent auditors and audit organizations and preparation of a summary-analysis and recommendations	Legislative acts on Auditing	According to P/ P	V.Javadov According to P/ P	N.Talibov
1.9	Monitoring of the application of recommended minimum cost of audit services provided in the territory of the Republic of Azerbaijan	Legislative acts on Auditing	Every quarter	V.Javadov G.Ahmadov	S.Gulmammadov
1.10	Determination of the rating of audit organizations and independent auditors on the results of 2020	Concept*	April	N.Talibov V.Javadov	N.Talibov
1.11	Conducting audit by order of authorized state bodies	Legislative acts on Auditing	During the year (by submission of the monthly report)	E.Ibrahimov	F.Garayev
1.12	Organization and improvement of the auditor's personal cabinet system	Legislative acts on Auditing	During the year According to P/ P	G.Ahmadov According to P/ P	F.Garayev
1.13	Identification and classification of mandatory audit subjects that are not audited for the year 2020	Legislative acts on Auditing	April – October According to P/ P	V.Javadov According to P/ P	S.Gulmammadov
1.14	Submission of proposals on the Work Plan of the Cabinet of Ministers for the next year	Order of Azerbaijan Republic's Cabinet of Ministers № 676s of October 12, 2017	September	E.Ibrahimov	G.Bayramov

1.15	Application of measures intended in the concept on main directions of innovative development of audit	Concept*	According to P/ P	G.Ahmadov According to P/ P	N.Talibov
1.16	Strengthening the cybersecurity capabilities in auditing for services to ensure reliability in "Cloud" systems	Order of Azerbaijan Republic's Cabinet of Ministers № 428 of October 29, 2020	April	G.Ahmadov	N.Talibov
II. APPLICATION OF INTERNATIONAL STANDARDS ON AUDITING					
2.1	Translation, edition and publication of changes to the latest version of International Standards on Auditing	Membership requirements of the International Federation of Accountants	During the year	N.Talibov V.Rahimov The working group	G.Bayramov
2.2	Preparation of comment on changes to the latest version of International Standards on Auditing and delivery to auditors	Membership requirements of the International Federation of Accountants	During the year	N.Talibov V.Rahimov The working group	G.Bayramov
2.3	Holding the webinars on the application of changes to the latest version of the International Standards on Auditing	Membership requirements of the International Federation of Accountants	During the year	N.Talibov V.Rahimov	G.Bayramov
2.4	Ensuring the Chamber's participation in online events on International Standards held by international and foreign audit and accounting organization	Concept*	During the year	N.Talibov F.Garayev	G.Bayramov

2.5	Participation in the discussion of draft of International Standards submitted by the International Federation of Accountants (IFAC) and European Federation of Accountants and Auditors (EFAA) and preparation of proposals	Concept*	During the year	N.Talibov V.Rahimov G.Ahmadov	N.Talibov
III. ENSURING OF QUALITY CONTROL, ETHICS AND TRANSPARENCY					
3.1	Preparation of Reviews on the Status of external quality control of audit conducted by audit organizations and independent auditors in 2020	Audit legislation and Membership requirements of the International Federation of Accountants	January	E.Ibrahimov Quality Control Committee	S.Gulmammadov
3.2	Preparation of relevant proposals for learning and applying international best practices about the audit quality control	Concept* and Legislative acts on Auditing	I quarter	E.Ibrahimov Quality Control Committee	N.Talibov
3.3	Conducting of investigations on incoming appeals, applications and complaints	Legislative acts on Auditing	During the year (by submission a report in July and December)	E.Ibrahimov Quality Control Committee	V.Novruzov
3.4	Preparation of information on the results of implementation of national projects, state programs, Strategies, action plans, decrees, orders and instructions and recommendations of the President and the First Vice-President of the Republic of Azerbaijan and submission to the Presidential Administration of the Republic of Azerbaijan	Letter of the Head of the Presidential Administration of the Republic of Azerbaijan № 2/799 of September 20, 2017	January	E.Ibrahimov	G.Bayramov

3.5	Legalization of criminally obtained funds or other property in relation to other people participating in the monitoring, as well as the risk assessment of terrorism financing, preparation of detailed information on control audits in accordance with identified risks and submission to the Financial Monitoring Service of the Republic of Azerbaijan	Letter of the Financial Monitoring Service of the Republic of Azerbaijan № 192050484 dated 24.09.2019	July 15 and January 15 twice a year	E.Ibrahimov	Q.Bayramov
3.6	Ensuring effective internal control in audit organizations	Concept*	According to P/ P	E.Ibrahimov According to P/ P	N.Talibov
3.7	Organization of quality control on a risk basis in accordance with the "National Action Plan on the Promotion of Open Government for 2020-2022" approved by the Order of the President of the Republic of Azerbaijan №1859 of February 27, 2020	Concept*	During the year	E.Ibrahimov	G.Bayramov
3.8	Expanding the practice of monitoring and conducting surveys in order to prevent deficiencies in the field of quality control and to identify existing risks	Concept*	During the year	E.Ibrahimov G.Ahmadov	F.Garayev
3.9	Implementation of effective measures against audit organizations and independent auditors evading external quality control inspections	Concept*	During the year	E.Ibrahimov	V.Novruzov
3.10	Preparation of proposals on toughening penalties for dumping audit organizations and independent auditors	Concept*	June	E.Ibrahimov Committee on Ensuring Transparency, fight against Dumping and Unfair Competition	N.Talibov

3.11	Establishment of a personal cabinet system for quality control inspectors	Concept*	I quarter	E.Ibrahimov G.Ahmadov	F.Garayev
3.12	Strengthening the role of auditors in the fight against corruption, legalization of criminally obtained funds or other property and financing terrorism	Concept*	During the year (by submission of the report end of the year)	E.Ibrahimov	Y.Namazaliyev
3.13	Identification of specialized staff and specialists responsible for conducting ML / TF inspections	Concept*	January	E.Ibrahimov	V.Novruzov

IV. PERSONNEL TRAINING

4.1	Preparation of a curriculum and a schedule of courses of auditors qualification's increasing for 2021	Legislative acts on Auditing	April	E.Behbudova	V.Novruzov
4.2	Conducting of the courses of auditors qualification's increasing	Legislative acts on Auditing	September - october	E.Behbudova	N.Talibov
4.3	Organization of exams for obtaining the title of auditor	Legislative acts on Auditing	During the year	E.Behbudova	S.Gulmammadov
4.4	Organization of ACCA certification courses and carrying out propaganda and advocacy works on the relevant certificates obtained as result of courses.	Memorandum of Understanding	During the year	E.Behbudova	Y.Namazəliyev
4.5	Organization of cooperation with international and national professional bodies and universities for training of audit specialists	Legislative acts on Auditing	During the year	E.Behbudova	F.Garayev
4.6	Implementation of relevant activities with higher education institutions in the field of training of personnel on ML / TF, reduction of shadow economy, application of innovations in audit	Legislative acts on Auditing	During the year	E.Behbudova G.Ahmadov	Y.Namazəliyev

4.7	Ensuring the adequacy of the professional qualifications of people carrying out monitoring and control	Concept*	During the year	E.Ibrahimov E.Behbudova	N.Talibov
4.8	Constantly updating of questions and issues of qualification exam programs	Concept*	During the year	E.Behbudova	N.Talibov
4.9	Transition to modern forms of education through the widespread use of IT	Concept*	During the year	E.Behbudova G.Ahmadov	F.Garayev
4.10	Ensuring more involvement of young people in the auditing profession	Concept*	During the year	E.Behbudova	V.Novruzov
4.11	Organization of professional qualification courses on related audit services	Concept*	Twice a year	V.Javadov E.Behbudova	N.Talibov
4.12	Organization of thematic courses, trainings and workshops on the responsibilities of auditors in the fight against corruption, ML / TF and the shadow economy	Concept*	Based on the approved schedule	E.Ibrahimov E.Behbudova	N.Talibov
4.13	Preparation of proposals for the improvement of curriculum in higher education institutions in the field of accounting and auditing through the application of innovations	Concept*	I quarter	E.Behbudova G.Ahmadov	N.Talibov
4.14	Establishment of a certification system for specialized staff and specialists responsible for conducting ML / TF inspections	Concept*	III quarter	E.Ibrahimov E.Behbudova	N.Talibov

V. INTERNATIONAL RELATIONS

5.1	Preparing and sending information related to the execution of the activity plan submitted to IFAC (International Federation of Accountants)	Membership obligations of IFAC	During the year	N.Talibov F.Garayev V.Rahimov	N.Talibov
5.2	Organization of implementation of duties related to fulfillment of membership requirements of the International Federation of Accountants (IFAC) and the European Federation of Accountants and Auditors (EFAA)	Membership requirements of IFAC and EFAA	During the year	N.Talibov F.Garayev V.Rahimov	N.Talibov

5.3	Ensuring the participation of the Chamber's representatives in conferences, forums, symposiums and other events organized by international and foreign auditing and accounting organizations	Legislative acts on Auditing	During the year	N.Talibov F.Garayev V.Rahimov	F.Garayev
5.4	Implementation of joint works with the International Federation of Accountants (IFAC) and the European Federation of Accountants and Auditors (EFAA)	Legislative acts on Auditing, membership requirements of IFAC and EFAA	During the year	N.Talibov F.Garayev V.Rahimov	F.Garayev
5.5	Expansion of relations with foreign auditing and accounting organizations	Legislative acts on Auditing	During the year	F.Garayev	F.Garayev
5.6	Implementation of measures on establishment and activities of the "Audit Society of Turkic-speaking countries".	Concept*	During the year	F.Garayev	V.Novruzov

VI. PUBLICATIONS, CONFERENCES AND SEMINARS

6.1	Organization of conferences, symposiums, "round tables" and seminars on actual problems of audit together with relevant structural divisions	Legislative acts on Auditing	According to P/ P	G.Bayramov According to P/ P	S.Gulmammadov
6.2	Holding anniversary events and international scientific-practical conference dedicated to the 25th anniversary of the Chamber of Auditors of the Republic of Azerbaijan	Legislative acts on Auditing	March-april According to P/ P	S.Gulmammadov F.Garayev According to P/ P	F.Ismayilov S.Gulmammadov
6.3	Ensuring awareness and information, as well as interactive surveys through enhancing the capabilities and functionality of the Chamber of Auditors' official website	Legislative acts on Auditing	During the year	F.Garayev G.Ahmadov V.Javadov E.Behbudova	S.Gulmammadov

6.4.	Ensuring the preparation and storage of photo albums and video materials of the Chamber	Legislative acts on Auditing	During the year	V.Javadov Sh.Aliyeva	F.Garayev
VII. INFORMATION SUPPORT					
7.1	Updating and placement on the Chamber's website of information on audit organizations and independent auditors which are the Chamber's members	Work plan of the Chamber of Auditors	January	V.Javadov	S.Gülməmmədov
7.2	Preparation and publication of telephone information book	Work plan of the Chamber of Auditors	January	V.Javadov	S.Gülməmmədov
7.3	Placement of decisions of the Council, directives and orders of the chairman of the Chamber and other documents on the Chamber's website (if necessary in English and Russian)	Legislative acts on Auditing	During the year	F.Garayev	F.Ismayilov
7.4	Study, translate and, placement of updates on IFAC, EFAA and other international professional bodies on the Chamber's website if necessary	Legislative acts on Auditing	During the year	N.Talibov F.Garayev G.Ahmadov	F.Ismayilov
7.5	Regularly informing the public about the activities of the Chamber of Auditors	Concept*	During the year	S.Gulmammadov V.Javadov	G.Bayramov
7.6	Implementation of interactive question-answer and chat system control	Legislative acts on Auditing	During the year	V.Javadov G.Ahmadov	F.Garayev
VIII. INTERNAL ADJUSTMENT IN THE CHAMBER					
8.1	Development and submission of forms of annual reporting № 1 and № 2 for conducting of office work in the Chamber of Auditors, related to citizens' applications	Order of the Head of Administration of Azerbaijan Republic's President № 104 of October 21, 2016	Until January 10	E.Ibrahimov	S.Gulmammadov

8.2	Preparation of reports for 2020 on the results of activities of the structural subdivisions of the Chamber of Auditors	Legislative acts on Auditing	January	G.Bayramov	S.Gulmammadov
8.3	Preparation and auditing of the financial report of the Chamber of Auditors for 2020	Legislative acts on Auditing	March	V.Rahimov	F.Ismayilov
8.4	Preparation of a report for 2020 on the results of activity of the Chamber of Auditors, and informing of the relevant structures and public	Legislative acts on Auditing	April	G.Bayramov N.Talibov F.Garayev N.Guliyeva	S.Gulmammadov
8.5	Implementation of internal audit in the Chamber of Auditors	Legislative acts on Auditing	During the year (by submission a report monthly)	N.Guliyeva	S.Gulmammadov
8.6	Organization of application of the Work Plans of the Chamber of Auditors and its Council , programs prepared in accordance with the Chamber's Work Plan, orders, decrees and instructions of the Chamber management by the structural divisions of the Chamber of Auditors	Legislative acts on Auditing	During the year	S.Gulmammadov G.Bayramov	V.Novruzov
8.7	Preparation of quarterly reports on the activities of structural divisions of the Chamber of Auditors for 2019 and analysis of them and submission of recommendations	Legislative acts on Auditing	Every quarter (until to 5th and 15th of next month)	Relevant responsible people	G.Bayramov
8.8	Organization of payment of membership fees by members of the Chamber of Auditors in time	Legislative acts on Auditing	During the year (by submission a report in July and December)	V.Rahimov	S.Gulmammadov

8.9	Organization of reception of citizens, public control, activity of the Appeals Commission, consideration of received applications and complaints	Legislative acts on Auditing	During the year	E.Ibrahimov F.Garayev N.Guliyeva	F.Ismayilov
8.10	Preparation of the Work Plan of the Chamber of Auditors for 2022	Legislative acts on Auditing	November	G.Bayramov	V.Novruzov

Note: * Concept Development of audit services in Azerbaijan Republic (2021-2030).

Compiled by:

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