

**WORK PLAN
OF THE CHAMBER OF AUDITORS OF AZERBAIJAN REPUBLIC
for 2020**

№ 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	Preparation of normative-legal acts's draft on audit legislation:				
1.1.1	Preparation of Concept Development of audit services in Azerbaijan Republic (2021-2030).	Legislative acts on Auditing	During the year	The working group G.Bayramov	P/P
1.1.2	Preparation and submission of drafts of amendments to Tax and Civil Code and other legislative acts of Republic of Azerbaijan	Legislative acts on Auditing	II quarter	M.Abbasov	
1.2	Preparation of guidelines, recommendation, methodical instructions and commentary related with audit activity:	Concept* and Legislative acts on Auditing	During the year	S.Gulmammadov Executors	P/P
1.3.	Monitoring of the application of recommended minimum cost of audit services provided in the territory of the Republic of Azerbaijan	Legislative acts on Auditing	Once a quarter	V.Cavadov	
1.4	Collection of annual reports of independent auditors and audit organizations for 2019 and preparation of a summary-analysis and recommendations	Legislative acts on Auditing	March	V.Cavadov	
1.5	Determination of the rating of audit organizations and independent auditors by the end of 2019	Concept*	April	N.Talibov V.Cavadov	

1.6	Collection of I half-yearly reports of independent auditors and audit organizations for 2019 and preparation of a summary-analysis and recommendations	Legislative acts on Auditing	August	V.Cavadov	
1.7	Conducting audit by order of authorized state bodies	Legislative acts on Auditing	During the year	M.Abbasov	
1.8	Application of the auditor's personal cabinet system	Legislative acts on Auditing	During the year	F.Garayev G.Ahmadov	P/P
1.9	Practical help to auditors who are just starting their new business	Legislative acts on Auditing	During the year	V.Cavadov	
1.10	Identification and classification of mandatory audit subjects that are not audited for the year 2019	Legislative acts on Auditing	September	V.Cavadov	
1.11	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	M.Abbasov	
1.12	Preparation of the annual plan on the analysis of regulatory impact and its submission to the Azerbaijan Republic's Ministry of Economy	Resolution of Azerbaijan Republic's Cabinet of Ministers № 432 of November 2, 2016 on approval of the "Regulatory Impact Analysis Rules"	April	M.Abbasov	
1.13	Application of measures intended in the concept on main directions of innovative development of audit	Council decisions, decree and orders of management	During the year	The working group G.Ahmadov	P/P
1.14	Application of measures intended in Road Map in the direction of reducing the shadow economy	Council decisions, decree and orders of management	During the year	The working group G.Ahmadov	P/P

1.15	Preparation of the Code of Professional Ethics of Auditors	International Code of Ethics for Professional Accountants	II quarter	G.Bayramov M.Abbasov	
1.16	Preparation of the independence rules of auditors and audit organizations	International Code of Ethics for Professional Accountants	II quarter	G.Bayramov M.Abbasov	
II. APPLICATION OF INTERNATIONAL STANDARDS ON AUDITING					
2.1	Translation, editing and reporting to audit organizations and independent auditors of the latest version of International Standards on Auditing	Membership requirements of the International Federation of Accountants	During the year	G.Bayramov The working group	
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 2019	Requirements of Audit legislation and International Federation of Accountants	January (with quarterly reports)	Y.Namazaliyev	
3.2	Preparation of relevant proposals for learning and applying international best practices about the audit quality control	Legislative acts on Auditing	II quarter	Y.Namazaliyev F.Kamalova	
3.3	Conducting of investigations on incoming appeals, applications and complaints	Legislative acts on Auditing	During the year	M.Abbasov	
3.4	Preparation and submission of information to the Administration of the President of the Republic of Azerbaijan on the progress and results of implementation of national projects, state programs, strategies, action plans, decrees, orders, orders and	Letter from the Head of the Presidential Administration of the Republic of	January	M.Abbasov	

	recommendations of the President and First Vice President of the Republic of Azerbaijan	Azerbaijan No 2/799 dated September 20, 2017			
3.5	Legalization of money or other property obtained through criminal activity 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	M.Abbasov	

IV. PERSONNEL TRAINING

4.1	Preparation of a curriculum and a schedule of courses of auditors qualification's increasing for 2020	Legislative acts on Auditing	April	E.Behbudova	
4.2	Conducting of the courses of auditors qualification's increasing	Legislative acts on Auditing	September-october	E.Behbudova	
4.3	Organization of exams for obtaining the title of auditor	Legislative acts on Auditing	During the year	E.Behbudova	
4.4	Conducting qualification increasing courses on preparation of financial reporting	Legislative acts on Auditing	During the year	E.Behbudova	
4.5	Conducting of training courses on preparation of the financial statements	Legislative acts on Auditing	June-November	E.Behbudova	
4.6	Organization of paid courses at the Chamber of Auditors	Legislative acts on Auditing	Regularly	E.Behbudova	
4.7	Implementation of activities intended in the Memorandum of Understanding signed between the Chamber of Auditors of the Republic of Azerbaijan and ACCA	Memorandum of Understanding	During the year	Working group E.Behbudova	P/P

4.8	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	P/P
4.9	Implementation of relevant activities with higher education institutions in the field of training of personnel on PL / TM, reduction of shadow economy, application of innovations in audit	Legislative acts on Auditing	During the year	E.Behbudova	
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 to IFAC	During the year	N.Talibov V.Rahimov F.Garayev F.Kamalova	P/P
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 V.Rahimov F.Garayev F.Kamalova	
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	F.Garayev V.Rahimov F.Kamalova	
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	F.Garayev V.Rahimov F.Kamalova	
5.5	Expansion of relations with foreign auditing and accounting organizations	Legislative acts on Auditing	During the year	F.Garayev F.Kamalova	P/P

5.6	Ensuring preparation and signing of agreements and memorandums on cooperation with foreign and local partners	Legislative acts on Auditing	During the year	F.Garayev F.Kamalova	
5.7	Studying the best practices on audit organization and implementation of relevant activities on its practical application	Legislative acts on Auditing	During the year	V.Cavadov F.Kamalova	
VI. PUBLICATIONS, CONFERENCES AND SEMINARS					
6.1	Organization of conferences, symposium, "round tables" and seminars on actual problems of audit	Legislative acts on Auditing	According to the approved schedule	S.Gulmammədov Executers	
6.2	Carrying out preparatory activities for the 25th anniversary of the Chamber of Auditors of the Republic of Azerbaijan	Legislative acts on Auditing	The Action Plan	F.Ismayılov The organizing committee	
6.3	Publication of the Guidelines on the Application of International Standards on Auditing of Small and Medium-sized Enterprises	Concept *	I quarter	G.Bayramov Working group	
6.4	Ensuring the preparation, placement and updating of announcements and information on the Chamber	Legislative acts on Auditing	During the year	S.Gulmammadov M.Huseynova	
6.5	Ensuring the following the state internet media news sites, daily newspapers and TV channels of the Republic of Azerbaijan and informing the management of the Chamber	Legislative acts on Auditing	During the year	V.Cavadov M.Huseynova	
6.6	Ensuring the preparation and storage of photo albums and video materials of the Chamber	Legislative acts on Auditing	During the year	M.Huseynova S.Aliyeva	
6.7	Preparation and publication of books, textbooks, information and propaganda brochures and other materials on auditing	Legislative acts on Auditing	During the year	G.Bayramov Executers	P/P
6.8	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 E.Behbudova M.Huseynova	

6.9	Competition for the best journalistic writing and scientific research (article) on "Transparency and Audit"	Legislative acts on Auditing	During the year	G.Bayramov S.Yaqubov N.Talibov	
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, During the year	V.Cavadov	
7.2	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.Qarayev F.Kamalova	
7.3	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, with the submission of a report at the end of the year	V.Rahimov F.Kamalova F.Garayev	
7.4	Regularly informing the public about the activities of the Chamber of Auditors	Concept *	During the year	S.Gulmammadov G.Bayramov M.Huseynova	
7.5	Application of the "Auditor Service" online forum, interactive question and answer section, chat and other coordination systems	Legislative acts on Auditing	I quarter	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	M.Abbasov	

8.2	Preparation of reports for 2019 on the results of activities of the structural subdivisions of the Chamber of Auditors	Legislative acts on Auditing	January	Structural subdivisions of the Chamber	
8.3	Preparation of a report for 2019 on the results of activity of the Chamber of Auditors, and informing of the relevant structures and public	Legislative acts on Auditing	March	G.Bayramov, S.Gulmammadov, N.Talibov, F.Garayev, N.Guliyeva	
8.4	Preparation and auditing of the financial report of the Chamber of Auditors for 2019	Legislative acts on Auditing	I quarter	V.Rahimov	
8.5	Implementation of internal audit in the Chamber of Auditors	Legislative acts on Auditing	During the year(with submission of a report monthly)	N.Guliyeva	
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 N.Guliyeva	
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)	G.Bayramov, N.Guliyeva, Structural subdivisions of the Chamber	
8.8	Organization of payment of membership fees by members of the Chamber of Auditors in time	Legislative acts on Auditing	By submission a quarterly report	S.Gulmammadov V.Rəhimov	

8.9	Implementation of joint activities with committees operating under the Board of the Chamber of Auditors	Legislative acts on Auditing	During the year	G.Bayramov, Head of structural subdivisions of the Chamber	
8.10	Preparation of the Work Plan of the Chamber of Auditors for 2020	Legislative acts on Auditing	November	S.Gulmammadov, G.Bayramov, N.Talibov, F.Garayev, N.Guliyeva	

Note:

** Concept Development of audit services in Azerbaijan Republic (2012-2020).*

Head of the office
Executive Director

G. Bayramov
S.Gulmammadov