



**EU Eastern Partnership Civil Society  
Forum**

**Azerbaijani National Platform**

***Project management, general control and  
participation rules of the National Platform  
members***

***Baku 2021***

## **1. General Provisions**

- 1.1. These Rules provide the organizational-normative and methodological bases of general control, ensuring transparency, accountability and involvement of the National Platform members for the implementation of projects by members of the EU Eastern Partnership Civil Society Forum Azerbaijani National Platform (hereinafter National Platform) with grants provided by the Eastern Partnership Civil Society Forum and other donors to support the National Platform in connection with the goals and activities of the National Platform.
- 1.2. These Rules have been prepared taking into account the main principles and rules of the Charter, the Code of Ethics and the Membership Policy of the EU Eastern Partnership Civil Society Forum Azerbaijani National Platform, the Charter of the EU Eastern Partnership Civil Society Forum and other documents.
- 1.3. These Rules have been adopted by the General Meeting and is a guiding document for the National Platform, its members, governing bodies and other structural units as an institution.
- 1.4. These Rules can be amended by the General Meeting in accordance with the rules provided for in the Charter.
- 1.5. Each member of the National Platform can submit proposals on these Rules to the governing bodies and the General Meeting of the National Platform.
- 1.6. In case of any conflict between these Rules and the Charter, the provisions of the latter shall prevail.

## **2. Objective**

The purpose of these Rules is to ensure the compliance of the projects provided for in paragraph 1.1 of these Rules with the requirements of the normative documents of the National Platform and the terms of the grant agreement, effective implementation of the measures, as well as transparency and accountability by the members of the National Platform.

## **3. Transparency and accountability in project implementation:**

- 3.1. The Coordinator shall communicate the necessary information to the members of the National Platform as expeditiously and accessibly as possible in relation to the National Platform support programs or grants, service contracts, announcements related to orders, competitions, tenders, research, surveys, involvement of experts and employees, development of visual and audiovisual products and publications, advertising products, works and services for the Platform, in general.

- 3.2. Members of the National Platform shall comply with the highest standards of transparency and accountability in the implementation of projects referred to in paragraph 1.1 of these Rules.
- 3.3. In connection with the implementation of projects, the implementing members of the National Platform shall inform the Board in writing about the project, purpose, budget, project activities, duration, target groups, planned activities, implemented activities, results obtained and project vacancies, staff, employees, experts, partners.
- 3.4. Implementing members of the National Platform shall notify the Board in writing about project implementation on a regular basis, but at least once a month, or at any time during the implementation period upon the written request of the Board . Upon completion of the project, a report on the main activities of the project, results and achievements shall be submitted to the Board.
- 3.5. The implementing members of the National Platform shall regularly inform other members of the National Platform and, if necessary, other interested stakeholders about the implementation of projects, main activities, results and achievements.
- 3.6. The Board shall take necessary measures to disseminate and ensure access to the projects provided for in paragraph 1.1 of these Rules, their implementation, main activities, results, competitions, vacancies, procurement of goods and services and other necessary information.
- 3.7. The Board shall regularly provide the members of the National Platform with general information and analysis on the projects provided for in paragraph 1.1 of these Rules.

#### **4. Property rights, responsibilities and obligations concerning public relations during the implementation of projects:**

The ownership of the National Platform for tangible and intangible products obtained during the implementation of the projects provided for in paragraph 1.1 of the Rules must also be recognized. The transfer of copyright to third parties in connection with their use must be approved by the Board in writing.

Relevant written permission of the Board must be obtained in order to submit reports, recommendations and other documents on behalf of the Platform or as a product of the Platform prepared during the implementation of these projects.

Appropriate written permission of the Board shall be obtained for the use of the National Platform logo on products, advertisements and during the implementation of these projects.

During the implementation of these projects, the public announcement, dissemination, discussions and implementation of any action or initiative on behalf of the Platform must be agreed in advance with the Board.

## **5. Participation of members of the National Platform:**

Priority should be given to the use of the potential of the members of the National Platform in the implementation of the projects provided for in paragraph 1.1 of these Rules, guided by the principles of objectivity, impartiality, professionalism and fair competition.

Members of the governing bodies of the National Platform can be involved in the implementation of projects provided for in paragraph 1.1 of these Rules, subject to the requirements of the Code of Ethics. In this case, in accordance with the requirements of the Code of Ethics these persons can not participate in the discussion and decision-making of issues related to the implementation of the projects they are involved.

Participation or involvement as an expert in the management of these projects should not jeopardize their performance as members of the governing bodies of the National Platform.