



ORDER

№ 03/21/23

Baku, 26 November 2021

On making amendments to some documents regulating the activity of the Permanent Secretariat of the Intergovernmental Commission TRACECA

Pursuant to point 4.2.2 of the Statute of the Permanent Secretariat of the Intergovernmental Commission TRACECA (*hereinafter - the PS IGC TRACECA*), as well as in order to align the internal regulatory documents of the PS IGC TRACECA with the provisions of the Final Resolutions of the Fifteenth Annual Meeting of the Intergovernmental Commission TRACECA and the Order of the Secretary General of the PS IGC TRACECA № 07/21/07 dated November 01, 2021,

BE IT ENACTED BY THIS:

1. To make amendments to
 - 1.1. The Rules for planning and arranging duty travel of the Permanent Secretariat of the Intergovernmental Commission TRACECA, approved by the Order of the Secretary General of the PS IGC TRACECA №03/21/17 dated 08 September 2021:
 - 1.1.1. in point 1 of Article 2, replace the words "Public Relations Expert" with the words "Head of the International and Internal Affairs Division";
 - 1.1.2. in point 2 of Article 3, replace the words "Administrator/financier" with the words "Administrative Specialist";
 - 1.1.3. in point 7 of Article 4, replace the words "Public Relations Expert" with the words "Head of the International and Internal Affairs Division".
 - 1.1.4. in point 3 of Article 6, delete the words "as well as his family members";
 - 1.1.5. in the third paragraph of point 1 of Article 7, replace the words "Administrator/financier" with the words "Administrative Specialist".
 - 1.1.6. in point 2 of Article 7, replace the words "Administrator/financier" with the words "Administrative Specialist".
 - 1.2. The Rules of conducting a competition for filling vacant positions of the Permanent Secretariat of the Intergovernmental Commission TRACECA, approved by the Order of the Secretary General of the PS IGC TRACECA №03/20/38 dated 20 November 2020:
 - 1.2.1. in item 2, delete:
The words " , except administrative and technical staff";
second paragraph;
 - 1.2.2. in sub-item 1) of item 3, replace the words "expert/head of experts" with the words "employee";
 - 1.2.3. in sub-item 4) of item 3:
replace the words "without limiting the number of extensions" with the words "with the subsequent extension of the contract for 2 years (upon expiration of the contract, the employees of the Permanent Secretariat have the right to participate in competition for filling vacant positions)";

in the second paragraph, delete the word "MLA countries";

1.2.4. sub-item 5) of item 5 should be worded as follows:

"5) writing an essay (except for the driver)";

1.2.5. in item 15:

the words "Head of the Group of Experts shall review and evaluate" replaced with the words "Head of Policy Development and Monitoring Division and the Head of the International and Internal Affairs Division shall review and evaluate";

in the third paragraph, replace the words "Head of the Group of Experts" with the words "Head of Policy Development and Monitoring Division or the Head of the International and Internal Affairs Division".

1.3. The Order of the Secretary General of the PS IGC TRACECA "On approval of the Procurement Rules of the Permanent Secretariat of the Intergovernmental Commission TRACECA" № 03/20/40 dated 18 December 2020:

1.3.1. paragraph 2 should be worded as follows:

"2. To determine the following composition of the Procurement Commission:

- Head of the International and Internal Affairs Division;
- Legal Specialist;
- Administrative Specialist";

1.3.2. in paragraph 3, replace the words "Administrator/ financier (H. Aliyev)" with the words " Head of the International and Internal Affairs Division (S. Rafizade)".

1.4. The Order of the Secretary General of the PS IGC TRACECA "On approval of the Rules of conducting a competition for filling vacant positions of the Permanent Secretariat of the Intergovernmental Commission TRACECA" № 03/20/38 dated 20 November 2020, in paragraph 2, replace the words "Secretary/Assistant/Translator" with the words "Secretary/Translator".

2. For the Administrative Specialist of the PS IGC TRACECA – to acquaint the employees of the PS IGC TRACECA under the signature with the amendments made in accordance with this Order.

3. To reserve the control over the execution of this Order to myself.

4. This Order shall enter into force from 04 January 2022.

Secretary General

SIGNED

Asset Assavbayev