
TWINNING PROJECT FICHE

*State Committee for Standardisation, Metrology and Patent
of the Republic of Azerbaijan*

1. Basic information

1.1. Programme: ENPI-Annual Action Programme 2013 for the Republic of Azerbaijan
(CRIS number: call 138-139)

1.2. Twinning number: AZ 13 ENI TR 02 16 (AZ/46)

1.3. Title: Strengthening the National Accreditation System of the Republic of Azerbaijan

1.4. Sector: Standardisation and Certification/Trade and Industry

1.5. Beneficiary country: Republic of Azerbaijan

2. Objectives

2.1. Overall objective:

To contribute to the economic growth of Azerbaijan and access to the world market through an accreditation system that meets the European requirements

2.2. Project purpose:

To strengthen the capacity of the State Accreditation Service (SAS) under the State Committee of Standardisation, Metrology and Patent of the Republic of Azerbaijan (SCSMP) in line with the requirements of the International Laboratory Accreditation Cooperation (ILAC)¹, International Accreditation Forum (IAF)² and European Cooperation for Accreditation (EA)³

2.3. Contribution to National Development Plan/Cooperation Agreement/Association Agreement/Action Plan

2.3.1. EU-Azerbaijan agenda

After its enlargement in May 2004, the EU faced a new geopolitical situation and adopted the **European Neighbourhood Policy (ENP)**⁴, which is a new framework for the relations with its neighbours. The ENP aims to go beyond the existing Partnership and Co-operation Agreements to offer neighbouring countries the prospect of an increasingly closer relationship with the EU with the overall goal of fostering the political and economic reform processes, promoting closer economic integration as well as legal and technical approximation and sustainable development.

¹ <http://ilac.org/>

² <http://iaf.nu/>

³ <http://european-accreditation.org/>

⁴ http://eeas.europa.eu/enp/index_en.htm

The central element of the ENP is a bilateral **Action Plan (AP)**⁵ which clearly sets out policy targets and benchmarks through which progress with an individual neighbouring country can be assessed over several years⁶. The AP defines a considerable number of priority areas.

One of the specific actions to be taken under the priority area 7 (Further convergence of economic legislation and administrative practices) is **to strengthen the institutions responsible for standardisation, accreditation, conformity assessment, metrology and market surveillance**. Furthermore, specific actions are foreseen in Chapter 4 of the Action plan – General Objectives and Actions, under the section 4.5 (Trade-related issues, market and regulatory reform) **to move toward EU and international legislative and administrative practices for standards, technical regulations and conformity assessment and in particular to strengthen the institutions in charge of standardisation, accreditation, conformity assessment, metrology and market surveillance; integrate them to the extent possible within European and international structures**. It will also reinforce the mutually beneficial partnership promoting Azerbaijan's transition towards the EU Standards.

Standardisation in general, **accreditation and conformity assessment** in particular are among the priority areas of the Partnership and Co-operation Agreement (PCA) signed between the Republic of Azerbaijan and EU, the ENP Action Plan, Country Strategy Paper for 2007 – 2013 and Comprehensive Institutional Building (CIB) Programme under the Eastern Partnership initiative.

The Article 50 of the PCA emphasizes cooperation (i) to promote the use of EU technical regulations and the application of European standards and conformity assessment procedures, and (ii) to progress towards mutual recognition in the field of conformity assessment.

The Institutional Reform Plan 1 (IRP 1) of the CIB includes actions on legislative approximation, on consolidation of institutions in charge of standardization, accreditation, conformity assessment including simplification of conformity assessment procedures of low risk products and repeat testing and on development of market surveillance capacities. Notably, the IRP 1 underlined support to the accreditation of laboratories within international standards and mutual recognition with the EU in the field of conformity assessment, as well as institutional capacity strengthening of the staff of conformity assessment bodies through trainings.

The section 1 of the Action Plan for 2013-2014 on Legal Approximation with the EU Acquis addresses "Technical rules and standards, as well as measures done in respect to import at the border". The same "Technical rules, standards and measures" are also set in the point 1.6 of the "Action Plan on Approximation of the legislation to the WTO requirements due to WTO accession process" (approved by the President Order No. 1583 dated of 2 August 2006).

The above mentioned ENP-AP also includes co-operation tools, like Twinning, the Technical Assistance Information Exchange Office instrument (TAIEX) and the Support for Improvement in Governance and Management initiative (SIGMA), which play an essential role in the achievement of the Action Plan priorities. In particular, the Twinning instrument, which provides for direct cooperation between EU Member States and Azerbaijani public bodies to support institution building activities, has proved to be particularly efficient in policy areas where the expertise required by the beneficiary country exists mainly in the public sector.

⁵ <http://pao.az/en/newsfeeds/list-all-news-feed-categories/digital-library/other-related-eu-documents/74-euazerbaijan-action-plan/file>

⁶ According to Review of the European Neighbourhood Policy (SWD(2015) 500 final) "the EU is ready to discuss the possibility to jointly set new partnership priorities, which would focus each relationship more clearly on commonly identified shared interests."

2.3.2. Governmental policy and strategy

2.3.2.1. Existing legislation and strategic documents

The basic legal framework for the organisation and supervision in the sector are:

a) Law of the Republic of Azerbaijan “On Ensuring uniformity of measurements”
(dated 13 June 2013)

This Law determines legal and organisational basis for ensuring uniformity of measurements (The Law is based on item 24, Article 94, Part I of the Constitution).

b) Law of the Republic of Azerbaijan “On accreditation in the field of conformity assessment” (dated 30 May 2014)

The Law “On Accreditation in the field of conformity assessment” regulates the assessment of the Conformity Assessment Bodies (CABs), which perform testing, calibration, certification (products, management systems and personnel) and inspection based on the internationally agreed standards accompanying guidance documents of EA, ILAC and IAF. The purpose of this Law is (i) the provision of granting certificates by the CABs accredited in the Republic of Azerbaijan, (ii) mutual recognition of reports on testing and inspection, to reduce or eliminate technical barriers to trade through applying accreditation as much as possible and to adapt the accreditation system of Azerbaijan to the European and international accreditation system.

The Law was elaborated according to the Regulation (EC) No. 765/2008 on accreditation and market surveillance. It defines (i) the regulation, establishment and functioning of the body that carries out the works of accreditation service in Azerbaijan, (ii) the determination of the accreditation fields and (iii) the role of accreditation in the conformity assessment procedures, in compliance with standards and international technical rules.

c) Law of the Republic of Azerbaijan “On Protection of consumers’ rights”
(dated 19 September 1995)

This Law sets out general, legal, economic and social fundamentals and mechanisms for equal regulation of relations between producers and consumers, sellers and executors during the sale and purchase transactions, performance of works and rendering of services, in order to create equal conditions for consumers within the country, as well as for protection of consumers' rights.

d) Statute of the State Accreditation Service (SAS) under the State Committee of Standardisation, Metrology and Patent of the Republic of Azerbaijan approved by the Order No. 604 of the President of the Republic of Azerbaijan dated 04 April 2012

The SAS is defined as a state body ensuring the compliance with the principles and rules of accreditation, accreditation (confirmation of accreditation) of the testing and calibration laboratories, conformity assessment bodies as well as implementation of the state policy in these fields. The Statute defines the mission, organisation, responsibilities and the field of activities of the SAS.

2.3.2.2. Legislation and strategic documents under drafting

a) Law On Amendments to the Law of the Republic of Azerbaijan "On State fees”

These amendments will allow the SAS to provide billable accreditation services and pay to the external assessors and experts for the services rendered.

The SCSMP submitted this draft to the Cabinet Ministers in September 2015.

A detailed list of relevant existing and draft laws and regulations is attached in Annex 2.

2.3.2.3. State Programmes

The reforms in the field of the proposed project are stated in:

a) Azerbaijan – 2020: Outlook for the Future⁷

There is no direct link to the modernization of the accreditation system in the Development Concept “Azerbaijan 2020: Look into the Future”, but an export-oriented economic model is taken as a basis, and it is planned that increasing the competitiveness of the economy and improvement of the structure will boost non-oil exports. The improvement of the business environment and priorities of bringing the national legislative basis in line with the requirements of the international trade system is the main focus of attention of the article 8 (Improvement of legislation and strengthening of institutional potential). The principle of effective state regulation, which ensures healthy competition in market economy conditions, shall be taken as a basis.

b) Accreditation Strategy

Strategic Plan of the SCSMP for 2014-2017 approved by the Chairman of the SCSMP on 28 April 2014.

The main purpose of this Strategy is to ensure the development of all sectors of the economy, including domestic productions (works, services) and to increase the protection of consumers.

The mentioned Strategy Plan has the following provisions related to accreditation:

- Point 5 of the Section 5: *“Taking measures to harmonize legislation of the Republic of Azerbaijan to the legislation of the European Union, to improve legislation in the fields of technical regulation, standardization, metrology and conformity assessment, accreditation, quality control and protection of industrial property in regard to the membership of the Republic of Azerbaijan to the World Trade Organization”.*
- Point 40 of the Section 5: *Carrying out negotiations for becoming an associate member of the State Accreditation Service under the Committee to the European Organization for the Accreditation (EA - European co-operation for Accreditation) and the IAF (International Accreditation Forum)”*
- Point 49 of the Section 5: *“Membership of the National Accreditation Body of the Republic of Azerbaijan to the international and regional organizations on accreditation”.*

c) Draft Accreditation Policy and Strategy

There are no policies or strategies under drafting.

2.3.3. International Conventions and Agreements

a) **International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC MLA)⁸** for accreditation of laboratories and inspection bodies

⁷ <http://pao.az/en/digital-library/state-programmes-of-the-republic-of-azerbaif-the-republic-of-azerbaijan/78-development-concept-azerbaijan-2020-outlook-for-the-future/file>

The SAS under the SCSMP is an affiliate member in International Laboratory Accreditation Cooperation (ILAC) since 2012. The SCSMP is currently studying the way to become associate member of the European Cooperation for Accreditation (EA).

b) **Bilateral Agreement of European Cooperation for Accreditation (EA BLA)** for accreditation of all types of conformity assessment bodies

The SAS is not an associate member of the EA. In 2012 the SAS applied to gain the EA associate status. However, due to gaps in the legislation, the application did not succeed. As mentioned above in 2.3.2.2., this issue is reflected in the Strategic Plan for 2014-2017.

c) **International Accreditation Forum Multilateral Agreement (IAF MRA)** for accreditation of certification bodies

The purpose of the IAF MRA is to promote mutual recognition of accredited certification/testing bodies between signatories of the MRA, and subsequently acceptance of accredited certification/testing results in many markets based on one accreditation.

The SAS is not a member of the IAF.

d) **Bilateral and regional relations**

The SCSMP has bilateral relations in the field of accreditation with several countries, like Turkey, Czech Republic etc.

It also closely cooperates with the CIS countries within the Eurasian Interstate Council for Standardization, Metrology and Certification⁹ on the regional level. The experts of the Service take part at the work of its Scientific-Technical Commission on Accreditation.

Azerbaijan is working on the direction to become a full member of ILAC, IAF and an associate member of the EA.

3. Description of the project

3.1. Background and justification

Accreditation plays a very important role for increasing competitiveness of national economy and promotion its export potential. Accreditation of CABs according to international standards provides confidence to consumers, regulators, industry and other interested parties. Accredited certification/testing/inspection ensures conformity of products to specified requirements, including for example product performance, safety, interoperability and sustainability. It can facilitate trade, market access, fair competition and consumer acceptance of products on a national, regional and international level.

3.1.1. Current situation in the accreditation sector

Organisation

The accreditation of the CABs is carried out by the SCSMP based on its Statute approved by the Presidential Decree No. 155 dated 31 August 2009 (Article 8.25: to establish, apply and improve the National Accreditation System, to carry out the works related with the accreditation of conformity assessment bodies, testing laboratories (centres) and in accordance with legislation to control their activity).

⁸ <http://ilac.org/ilac-membership/members-by-category/>

⁹ http://www.easc.org.by/russian/mgs_sostavsoveta.php?PHPSESSID=958f18ffbd34b0412bfb0d8165eee0cb

The Presidential Decree No. 604 dated 4 April 2012 “*On Measures for the Improvement of the Activity of the State Committee for Standardization, Metrology and Patent*” has established the SAS under the SCSMP. The SAS is the authorised national executive body carrying out for accreditation in accordance to international practices and standards and provides its services for all sectors of the economy. The SAS is responsible for the implementation of the state policy in the accreditation area. The Decree also has defined the Statute and the number of staff. The ISO/IEC 17011:2004 requirements for accreditation bodies are mentioned in this Statute.

According to the international best practices, the National Accreditation Body is supported by an Accreditation Council, a Technical Committee and an Appeal Commission.

Details on the SAS organisation are given in Section 4.

Legal and regulatory framework of accreditation:

The National certification system was adopted with the Decree of the CoM No. 343 dated 1 July 1993 “*On gradual application of certification of products (works, services)*”. The current legislation is adapted to the international standards.

The SCSMP has developed the state standards according to the scope of activity and the international requirements. They are:

- AZS 11.1.005-2010 "Certification bodies of quality management system. Requirements and accreditation rules",
- AZS 11.1.006-2010 "Certification bodies of related products and services. Requirements and accreditation rules,
- AZS 11.1.007-2010 “Accreditation rules of personnel certification bodies”,
- AZS ISO 17020-2008" General criteria for the operation of the different inspection bodies".

The following ones are under examination for registration:

- AZS 11.1.001-2010 "General provisions",
- AZS 11.1.003-2010 "Registry. General provisions".

It is expected that all standards series AZS 11.1, that regulate accreditation activity, will be replaced with the relevant internal management system based on the ISO\IEC 17011. In September 2015, only Quality Manual (without supporting procedures and documents) has been drafted. All relevant supporting Quality Manual rules and procedures need to be further developed.

As of 1 March 2016, 244 CABs were accredited in Azerbaijan:

No	CAB Topics	Accreditation Standards	N° of accredited CABs
1	Product/Service Certification Bodies	ISO/IEC 17065	15
2	Management System Certification Bodies ¹⁰	ISO/IEC 17021	11
3	Inspection Bodies	ISO/IEC 17020	11
4	Personnel Certification Bodies	ISO/IEC 17024	5
5	Standard Material Manufacturer	ISO Guide 34	1
6	Calibration Laboratories	ISO\IEC 17025	26
7	Testing Laboratories	ISO\IEC 17025	175
Total			244

¹⁰ for Quality, Environmental, Safety and Occupational Health, etc.

3.1.2. Problems (direct and indirect) to be addressed

Azerbaijan economy is very dependent of its oil and gas exports. Non-oil exports are increasing but are still limited to around 5% of the total exports. Development of the non-oil sector is crucial for the future of Azerbaijan.

Export diversification refers to a set of policies aimed at changing the shares of particular goods in the existing export basket and at introducing new goods for export.

Currently, Azerbaijani goods are often denied access to EU markets because they lack safety and compliance certificates from accredited certification bodies.

Azerbaijani producers are not always aware of the necessity to get these certificates and if they know, they cannot test and certify their goods in Azerbaijan: they have to use the services of foreign accredited CABs to get internationally recognised certificates. This increases the price of the goods to be exported and contributes to poor competitiveness of many Azerbaijani non-oil goods.

One of these main export policy issues, accreditation, is not yet properly addressed in Azerbaijan.

The current legislation and organisation for accreditation of conformity assessment bodies is not fully in line with the relevant international and regional requirements. Staff of the concerned institutions does not possess full information and knowledge on the international practices.

SAS doesn't have any recognition of its activities via signing ILAC MRA, IAF MLA and/or EA BLA.

As the Azerbaijani Accreditation System is therefore considered, on the international markets, as insufficiently reliable, the export potential of the country is negatively affected.

3.1.3. Related gaps and needs

As mentioned above, the competence of the Azerbaijani accredited CABs is not recognised abroad. The responsibility for accreditation in Azerbaijan is the task of the SAS which must guarantee the competence of the laboratories, inspection services and certification bodies according to the relevant requirements of the standards series ISO\IEC 17000. At the same time, the SAS activities are not in line with the relevant requirements of ISO\IEC 17011 and EA, ILAC, IAF documents. The SAS needs support in order to gain and/or extend its membership status in regional and international organisations for accreditation, and to strengthen its role nationally. This support can also contribute to the development of the export potential of Azerbaijan.

Supporting the testing laboratories towards international accreditation will be beneficial to both laboratories and the private sector. Laboratories can benefit from obtaining international recognition for the accuracy of their services whereas companies that intend to export profit from locally available, internationally accepted testing services with reduced testing time and lower costs.

3.1.3.1. Legal needs (Primary and Secondary legislation)

Current situation

Primary legislation

The Law "On Accreditation in the field of conformity assessment" (dated 20 May 2014) is a step towards international recognition. However the Law has some gaps: (i) it does not contain any financial provisions for payment to external assessors and experts, (ii) no calibration laboratory is included in the list of CABs, (iii) the definition of "conformity assessment" is not in line to the Regulation (EC) No. 765/2008, (iv) there is no strong determination for the SAS as national

accreditation body. There are also no rules about approval of provisions on the Accreditation Council, Technical and Appeal committees.

Rules and procedures

The ongoing Twinning project “Support for the Development of a Modern system of Standardization and Technical Regulations in Azerbaijan” is adapting the implementation documents for the National Accreditation System, to the current legislation and international standards (see details in section 3.2 “Linked activities”).

In September 2015, only the Quality Manual (without the supporting procedures and documents) was drafted. All relevant supporting rules and procedures for this Quality Manual need to be drafted and implemented.

Expected from the project:

The project will review the basic legal framework, in particular the Law “On Accreditation in the field of conformity assessment”, dated 30 May 2015 and the related secondary legislation. The project will support the drafting of amendments to the primary Law and of the new secondary legislation, which will focus on organisational and financial issues of the accreditation system of Azerbaijan.

3.1.3.2. Institutional needs

Current situation

There are some important gaps in the institutional framework:

- (i) the SAS does not have enough authority as NAB: only the SCSMP - not the SAS - has the right to approve internal management system documents;
- (ii) the SAS does not have a register of external assessors and experts and there are no documented procedures for managing the accreditation personnel
- (iii) the financial system of the SAS does not allow to pay to external assessors and experts for their participation in assessments. The accreditation fee (20 AZN) is transferred to the state budget and cannot be considered as resource. The changes and amendments to this rules have been submitted to the relevant bodies for further approval.
- (iv) according to the COOMET¹¹ web-site, Azerbaijan does not have any traceability for metrological measurements relevant to the international metrological standards. The SAS needs a policy on traceability of the measurement results performed by the CABs. At this time such policy is referenced in the draft of Quality Manual. The provisions of the ILAC P10:01/2013¹² ILAC Policy on Traceability of Measurement Results need to be implemented in this policy
- (v) AZ testing laboratories have very limited participation in the Proficiency Testing Activities (according to the ILAC P9:06/2014 ILAC Policy for Participation in Proficiency Testing Activities). The SAS does not have relevant policy for such participation

These institutional gaps are resulting from gaps in legislation as well as problems in the related to its practical implementation of the legislation.

¹¹ http://www.coomet.org/DB/com/index.htm?EN,CMC_EN,EN

¹² <http://ilac.org/publications-and-resources/ilac-documents/procedural-series/>

Expected from the project:

The project will address the above mentioned gaps. It will review the internal management arrangements within the SCSMP and assess the current Internal Quality Management System (IQMS) of the SAS vis-à-vis the requirements of ISO/IEC 17011 for conformity of the accreditation bodies; it will identify and recommend best practices, assist in developing better co-ordination arrangements and in developing a strategic planning process. It will propose structural improvements based on EA, ILAC and IAF requirements.

The project will also develop procedures for managing the pools of external assessors and experts. It will contribute to the establishment of a payment system and financing procedures for external assessors and experts. It will propose a single Register for the pool of personnel involved by the SAS to accreditation purposes.

3.1.3.3. Capacity building needs

Current situation

“*Capacity building of the national accreditation body*” is mentioned under the clause 46 of the SCSMP Strategic Plan of for 2014-2017(see short description above in section 2.3.2.2.b for more information)

The SAS has 6 employees dealing with accreditation of laboratories and 5 employees dealing with accreditation of inspection and certification bodies (see details on the SAS in section 4). They had relevant training in the past. However, the SAS internal and external personnel needs to improve its knowledge regarding the current EU legislation for accreditation (such as Regulation 765/2008), the requirements of the EU, ILAC, IAF documents. The concerned staff has also to study the last revisions of the international standards for accreditation (ISO/IEC 17000 series).

Expected from the project:

The project will provide a structured approach to training which will include the creation of an overall training programme. A range of workshops, seminars, study visits and internships will be delivered to increase capacity, knowledge and skills of the SAS as well as of the external assessors and representatives of the CABs, on the relevant parts of ISOs, ILAC, IAF and EA documents. All concerned personnel should fulfil the requirements of the chapter 6 of ISO/IEC 17011. Training for international standards in accreditation area should be divided for assessors and CAB’s representatives. Trainers will be trained and a training manual will be created to support the long term sustainability of the project.

3.1.3.4. Other needs

Current situation:

Communication within Azerbaijan

“*Establishment of an online information exchange system with the Accreditation body, unification of the data used in the field of accreditation and application of classification codes, processing of the data submitted by accreditation body and preparation of the relevant report forms*” is stated in article 12 of the Strategic plan of SCSMP for 2014-2017.

There is not enough communication about the role of accreditation in increasing competitiveness and export potential of the AZ economy. General awareness of interested parties and stakeholders about benefits of accreditation needs to be increased.

However the SAS staff was not trained for communication and is not qualified enough to properly develop inter-relations between interested parties.

Communication outside Azerbaijan

External communication and international networking shall also be reinforced in order to prepare and facilitate membership to the EA and relevant international associations.

Expected from the project:

The project will contribute in increasing the general awareness of the interested parties and stakeholders in accreditation: it will promote the role of accreditation for better competitiveness of export and of the economy in general.

The project will enhance the communication of the SAS: it will propose a strategy for external communication and international networking; it will prepare the SAS to become associate member of the EA and prepare the SAS for further steps for gaining of full membership in the ILAC and IAF.

The web-site of the SAS is established but it should be upgraded creating an online information exchange database system. For this purpose, the support of the project in developing concept for upgrading existing web-site as well as drafting the technical specifications of a new web-site or web pages and information system shall be needed.

3.1.3.5. Introduction to the project

The State Committee for Standardisation, Metrology and Patent has a long story with Twinning projects. It already cooperated to increase its capacity in general and specifically in the field of standardisation. It will soon start cooperation on metrology. Details are given below in section 3.2.

This project is intended to build on previous results to increase the capacity of the State Accreditation Service under the SCSMP. It will address the legislative and institutional gaps in order to comply with the requirements of the International Laboratory Accreditation Cooperation (ILAC), International Accreditation Forum (IAF) and European Cooperation for Accreditation (EA). Capacity and communication abilities of the staff will be enhanced so that associate membership of the SAS to the EA and full membership for of the ILAC and IAF will be facilitated. Coordination with the Twinning on metrology will be needed.

3.2. Linked activities

3.2.1. Other related EU activities

3.2.1.1. Twinning projects implemented in the SCSMP

A. Strengthening of Standardization, Metrology, Conformity Assessment and Accreditation in the SASMP – Standards Agency in Azerbaijan (AZ/07/PCA/TR/03; 2008-2010; 1.4 M EUR; Austria – Germany)

The project purposes were:

(i) the creation of an horizontal framework legislation for quality infrastructure, which is conforming with the EU internal market and also fulfils the requirements of the rules of the World Trade Organisation (WTO) related to free movement of goods;

(ii) the improvement and strengthening of the infrastructure capacity in the SASMP for the implementation of the created framework legislation.

The main related achievements were:

- the horizontal draft Law on “Technical Requirements and Conformity Assessments of Products” (which gave a solid framework for the Azerbaijani quality infrastructure)
- the draft law on standardisation
- an action plan for the transformation of the standardisation activities according to the EU requirements
- an Action Plan for the establishment of a structured system for market surveillance
- compendium of documents on market surveillance and pre-market conformity assessment of goods
- basic knowledge for the national accreditation body staff on the implementation of the Global Approach principles for the assessment of bodies applying for notification under different directives and modules and on the New and Global Approach principles of mutual recognition
- a financial model of an independent accreditation body
- the COOMET membership (approved by the Presidential Decree No: 53 dated 19 November, 2008)
- basic theoretical and practical knowledge available for finalising accreditation procedures and technical criteria according to ISO 17011
- initiation of application to EA
- awareness rising on the ILAC/IAF requirements

B. Support for the development of a modern standardisation and technical regulation system in Azerbaijan

(AZ/13/ENP/TR26; 24 months from January 2014 – March 2016; 1.2 M EUR; SCSMP/ UK – France – Slovenia)

The project purpose is to support the development of a standardisation and regulatory system that complies with the European requirements and meets the requirements for the implementation of the WTO/TBT.

The Activity 1.3.3 foresaw to review the implementation of the Law “On Accreditation in the field of conformity assessment” but was postponed in order to get feed-back on the application of this new Law.

This Twinning includes training activities for the staff of the SAS

C. Strengthening of the metrology system in Azerbaijan

(AZ/15/ENP/TR/36; 24 months from February 2016 – 1.2 M EUR – SCSMP/ Czech Republic and Germany)

The purpose of the project is to support access by Azerbaijan to world markets through the development of a metrology system in line with EU and international best practices in standards, norms and processes.

This project is expected to prepare several metrology laboratories according to international standard ISO/IEC 17025 for further accreditation in the SAS.

The SAS staff will be involved to the training activities of the project.

Official start date of the project is 18 January 2016.

It is expected that both Twinning projects will interact during implementation period. Therefore, the active participation of both subordinated bodies of the SCSMP in the respective project Steering Committees should be arranged.

Technical Assistance Project (TACIS)

“Support to Implementation of PCA between EU and Azerbaijan” (2004/ Ministry of Economy)

The project provided TA in the area of technical rules, standards and conformity assessment related issues.

The main related achievements of the project were:

- Monitoring on the Aligning of the Legislation of Azerbaijan with the requirements of the WTO and EU, including in the field of accreditation
- Scoreboard for the Legal Approximation Process in the field of Technical Rules, Standards and Conformity Assessment
- Identification of organisational issues when recommending the separation of potentially conflicting activities and the creation of a WTO inquiry point

TAIEX events

- **Workshop “On Construction Products Regulation and CE marking”**(UK, Bulgaria, Latvia and Portugal/ 23-24 February 2015) for the SCSMP –including 6 representatives of the SAS-, other state bodies and private sector.

The aim of this assistance was to eliminate trade barriers by synchronizing the legislation of Azerbaijan with the Construction Products Regulation (CPR).

- **Expert mission on food safety control** (UK / 31 March - 4 April 2014) for the State Control Service for Technical Regulation and Standardization under the SCSMP The aim of this assistance was raise awareness on the EU legislation related to the application of food safety (particularly for meat, milk and flour products) management systems based on Hazard Analysis Critical Control Point (HACCP) principles as a systematic and preventive tool.
- **Expert Mission on analysis of Genetically Modified Organisms** (GMO) in food (Netherlands/ 27-30 January 2014)
The aim of this assistance was hands-on training on GMO testing with real time PCR (polymerase chain reaction) for the determination of GMO contents in food
- **Expert Mission on Supporting the Compliance of the National Accreditation Body** with the ISO/IEC 17011:2004 (Slovenia/ 14-18 May 2012)
The aim of this assistance was to provide assistance for ensuring the compliance of the Accreditation body with the ISO/IEC 17011:2004
- **Workshop on Strengthening the Capacity for Participation in International Standardization Process** (Czech Republic, Lithuania/ 07 May 2012)
The aim of this assistance was development of a strategy on standardization in line with the European best practice. Harmonization of national standards with European standards and their implementation at national level.

Related international and national initiatives

The SCSMP received support from other donors.

- **“Strengthening of Food Testing and Metrology in the countries of Southern Caucasus”** (regional project – 3 years from October 2014 – 1.0 M EUR - **PTB, National Metrology Institute of Germany**)

The project aims at enlarging the offer of internationally recognized services of food testing laboratories enlarged and at soundly professionalising the reform processes of the national metrology institutes.

- **“Azerbaijan Competitiveness and Trade (ACT)” (2010/2013 -USAID) –**

This project also supported the drafting of the Law on Accreditation

- **“Development of private sector in Azerbaijan” (2008/2010 – GTZ, German Cooperation)**

The results of the third project component were (i) the strategy for approximation of national Quality Infrastructure (QI) with international requirements, (ii) the establishment of the WTO-TBT Enquiry Point within the SASMP, (iii) support to the training centre and (IV) development of new QI services for SME

3.3. Results

3.3.1. Result 1: The legal framework (primary and secondary legislation) of accreditation service in Azerbaijan was reviewed and relevant amendments and/or new legislation were developed in line with the international (ILAC, IAF) and regional (EA) requirements as well as EU Acquis

3.3.1.1. Description

Support will be provided to modernise the legal framework in line with the EU and international best practices. This will include a review of the existing primary legislation, particularly the Law “On Accreditation in the field of conformity assessment” (dated 30 May 2014) and of the secondary legislation with a focus on the single national accreditation body - status, independence, impartiality and competence (including ability to involve external experts and assessors) - of the SAS.

An assessment of the practical implementation of the existing legislation will be performed and recommendations for improvement will be provided to the SAS.

A senior level Working Group (including representatives of the legal department of the SCSMP), under the supervision of the project direct beneficiary, will be established with the purpose of ensuring further sustainability of the result 1.

The key achievements of the result will be a legal framework, which meets the requirements of the EU and EA, drafted and submitted for adoption.

3.3.1.2. Key output indicator(s)

- A gap analysis of the current primary and secondary legislation carried out, analytical report that includes the roadmap for legal improvements focusing on issues, which adversely impact on WTO/TBT issues, elaborated and agreed upon
- Current practical implementation of existing legislation (including financial matters, Accreditation Council, Technical and Appeal committees) assessed and proposals for its improvement elaborated and agreed upon
- Amendments to the primary law elaborated, endorsed and the official approval process initiated by the SAS
- Amendment to the existing secondary legislation and/or new legal documents elaborated, endorsed and the official approval process initiated by the SAS
- Provisions for functioning Accreditation Council, Technical Committee, and Appeal Committee) are elaborated.

- Rules and procedures that allows the SAS to pay to external assessors and experts for their participation in assessments developed and endorsed by the SAS

3.3.2. Result 2: Capacity, knowledge and skills of the SAS employees as well as external assessors and representatives of the conformity assessment bodies on the relevant ISOs, ILAC, IAF and EA are increased

3.3.2.1. Description

The successful implementation and achievements of other results will request significant critical changes for the management, assessors (internal and external), technical and operational staff. ISO/IEC 17025 as a quality management standard focuses on both management and technical matters and training needs to reflect both. To ensure sustainability, a programme of training-of-trainers (ToT) and a training manual will be developed; trainers will also be trained.

The SAS personnel as well as external experts, assessors and accredited CABs **need to have relevant knowledge and pass training for different standards with requirements in the accreditation area:**

- ✓ ISO/IEC 17011 - for accreditation bodies (only for SAS personnel),
- ✓ ISO/IEC 17025 – for testing and calibration laboratories,
- ✓ ISO/IEC 17024 – for CB for persons,
- ✓ ISO/IEC 17021 – for CB for management systems,
- ✓ ISO/IEC 17020 – for IB,
- ✓ ISO 15189 – for medical laboratories,
- ✓ ISO/IEC 17065 – for CB for product,
- ✓ ISO Guide 34 - for reference material producer,
- ✓ ISO/IEC 17043 - for proficiency testing Scheme providers
- ✓ ILAC and IAF mandatory and guidance document

The key achievements of this result will be the creation of a training plan and a curriculum with its related training sessions including training-of-trainers.

3.3.2.2. Key output indicator(s)

- A Training Needs Analysis (TNA) carried out and the report developed
- Training Programmes for the SAS as well as for external assessors and representatives of conformity assessment bodies, developed and endorsed by the head of administration
- A training manual developed
- At least 5 SAS trainers per standards and documents trained on:
 - ✓ ISO/IEC 17011
 - ✓ ISO/IEC 17025
 - ✓ ISO/IEC 17024
 - ✓ ISO/IEC 17021
 - ✓ ISO/IEC 17020
 - ✓ ISO 15189
 - ✓ ISO/IEC 17065
 - ✓ ISO Guide 34
 - ✓ ISO/IEC 17043 and
 - ✓ ILAC, IAF,EA mandatory and guidance document
- At least 10 external assessors and the some representatives of the conformity assessment bodies trained on each standard and document:

- ✓ ISO/IEC 17025
- ✓ ISO/IEC 17024
- ✓ ISO/IEC 17021
- ✓ ISO/IEC 17020
- ✓ ISO 15189
- ✓ ISO/IEC 17065
- ✓ ISO Guide 34
- ✓ ISO/IEC 17043 and
- ✓ ILAC, IAF, EA mandatory and guidance document
- At least 10 participants (SAS personnel and involved experts) per each standard (ISO series 9000, 14000, 22000, 27000, 29000, 50000 and other) trained

3.3.3. Result 3: Institutional capacity of the SAS for accreditation of conformity assessment bodies improved in line with the requirements of the ISO/IEC 17011:2004 “Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies”

3.3.3.1. Description

General management

The project will focus on the internal management system of SAS. It includes all documented procedures of SAS activities:

- management of external assessors and involved experts (including register, initial selection, initial and ongoing trainings, monitoring etc.),
- internal management procedures (internal audits, corrective and preventive actions, management review),
- policies and procedures for carrying out core activities in accreditation area based on ILAC, IAF and EA documents.

The project will propose structural improvements, including establishment and/or improvement of an Accreditation Council, a Technical Committee and an Appeal Committee. The activities of the SAS will also be revised and approximated to the ISO/IEC 17011:2004. The changes will also be based on the EA, ILAC and IAF requirements. The current Internal Quality Management System of the SAS will be assessed according to the requirements of ISO/IEC 17011 and the project will provide proposals for its improvement.

A senior level Working Group (including representatives of the metrology department of the SCSMP) under the supervision of the project direct beneficiary will be established with the purpose of ensuring further sustainability of the result 3.

Specific issues

During the previous EU projects, the SAS personnel was witnessed (observed) when performing assessment of laboratories according to ISO/IEC 17025 and inspection bodies for ISO/IEC 17020.

The current project will have activities for witnessing the SAS staff for other accreditation standards: experts from EU NABs will assess preparation, composition of assessment teams, performance of on-site assessment, reporting, decision making process in the SAS. Also files of accredited CABs by the SAS should be assessed. Reports on witnessing with proposals for practical improvement will be provided to SAS management.

The assessment of participation of the AZ CABs in the PT activity will focus on the need to identify priorities in Azerbaijan and the ability of the CABs to participate in such activity. Proposals (roadmap) for improvement will be drafted and some proposals will be implemented. The number of AZ CABs that participated in PT activity during the Twinning project implementation should be increased (no less than 5 %) in comparison with the baseline data available at the beginning of the project. The policy of the SAS for PT participation should be drafted.

The assessment of the current situation, with traceability of the measurement results performed by the AZ CABs, will focus on the need to identify priorities in Azerbaijan and the ability of the CABs to participate in such activity.

The procedures for the management of the accreditation personnel (Lead assessors, assessors and experts) according to cl.6 of ISO\IEC 17011 will be drafted and set up. The register (database) of the accreditation personnel with their scope of competence will be set up.

The key achievement of this result will be the improvement of SAS procedures and policies in general management and also in specific technical activities.

3.3.3.2. Key output indicator(s)

- Current practical implementation of internal management system in SAS assessed, recommendations for its improvement (internal rules and procedures) elaborated and endorsed by the chief of SAS
- Participation of 5 SAS representatives in EU MS NABs in 3 on-site assessments (laboratory, CB and IB accreditation) as observers ensured
- At least three five-day study visits (2 days for studying the preparation, 2 for on-site assessment and 1 for analysis, reporting and decision making process) with five representatives from the SAS for each type of CAB organised
- Accreditation of at least 4 conformity assessment bodies (ISO\IEC 17065, ISO\IEC 17021, ISO\IEC 17024, ISO Guide 34) by SAS under witnessing of project STE carried out
- Gaps and needs for CABs participation in Proficiency Testing (PT) identified and proposals for its improvements elaborated and agreed upon
- Policy of SAS for Proficiency Testing (PT) participation elaborated and endorsed by the head of administration
- Gaps and needs for traceability of measurement result performed by AZ CABs identified and proposals for its improvements elaborated and agreed upon
- Policy of SAS for traceability of measurement result performed by AZ CABs elaborated and endorsed by the chief of SAS
- Procedures for management of accreditation personnel elaborated and endorsed by the chief of SAS
- Practical implementation plan for management of the accreditation personnel elaborated and endorsed by the chief of SAS
- At least 3 SAS staff trained in relation with the practical implementation of procedures for accreditation personnel management
- A cost-free database (Register) of accreditation personnel (including internal \external assessors and experts) developed

3.3.4. Result 4: External communication and international networking capacity of the SAS was increased

3.3.4.1. Description

The SAS, as any accreditation body, has the strategic goal to become full member of the ILAC and IAF. The SAS has the possibility to become associate member of the EA. The EA is a regional organisation recognised by the ILAC and IAF -it means that any AB recognised by the EA (through the BLA or MLA) can receive recognition from the ILAC and IAF. The SAS needs to draft a relevant Strategy.

The project will support the SAS to prepare the relevant applications with all supporting documents for gaining status of EA affiliate member and BLA signature (for accreditation of CBs for management system and CDs for persons).

Activities on the EU practice in accreditation and conformity assessment will be organised to raise awareness for the different stakeholders – regulators, traders, consumers and CABs.

3.3.4.2. Key output indicator(s)

- External communication and international networking strategy developed and endorsed by the chief of SAS
- At least 5 awareness raising workshops on EA documents and Regulation 765 for all stakeholders carried out
- All supporting documents for gaining by SAS status of the Associated member of EA elaborated
- All supporting documents for gaining by SAS status of EA BLA signatory for accreditation in areas of “Management system” and “Certification of persons” elaborated
- Concept paper for upgrading the SAS website and establishment of the web-based Management Information System (MIS) elaborated and endorsed by the chief of SAS
- Technical specifications to upgrade the website and the web-based MIS developed and endorsed by the chief of SAS

3.4. Activities

The activities listed below are indicative. In order to meet the specific mandatory results of this project, the partners may agree on alternative or complementary activities and outputs to those identified in this section.

Project kick-off event

A meeting aiming at presenting the Twinning project to the main involved stakeholders shall take place at the beginning of the project implementation.

Project closing event

A conference shall present the main results achieved during the project implementation and shall be organised before the conclusion of the project.

Activities related to Result 1(Upgrading the legal and regulatory framework):

- ✓ Establishing a senior level Working Group (including representatives of the legal department of the SCSMP) under the supervision of the project direct beneficiary – and definition of rules of operations

A senior level Working Group, consisting from representatives of key beneficiary departments of the SCSMP and relevant stakeholders as well as the RTA - is defined as a group formed by experts in the legislation for accreditation field. The mission of the Working

Group is to know the results of the situational analysis of Azerbaijan's accreditation sector governance system.

The main task of this Working Group will be to approve or to prepare the final draft changes to primary and secondary legislation.

- ✓ Carrying out a gap analysis of the existing legal framework (primary and secondary) for accreditation activities in relation to both EU and EA requirements and elaborate a report with recommendations and roadmap for the legal improvements focusing on issues which adversely impact on WTO/TBT issues
- ✓ Elaborating amendments to the Law of Republic of Azerbaijan "On accreditation in the field of conformity assessment" (dated 30 May 2014) based on the gaps and recommendation identified under previous activity
- ✓ Elaborating (where necessary) amendments and/or new legislation, based on the gaps, and recommendations developed under 3.3.1
- ✓ Assessing a current practical implementation (evidences) of existing primary and secondary legislation (including financial matters, creation and functioning Accreditation Council, Technical and Appeal committees) and develop recommendations for its improvement

Activities related to Result 2 (Capacity building):

- ✓ Undertaking a Training Needs Analysis (TNA) with focusing on standards in accreditation and conformity assessment (e.g. certification of management system) areas, ILAC and IAF documents.
- ✓ Preparing a Training plan
- ✓ Preparing and conducting the SAS trainings for trainers on the latest revisions of the standards: ISO/IEC 17011; ISO/IEC 17025, ISO/IEC 17024, ISO/IEC 17021, ISO/IEC 17020, ISO 15189, ISO/IEC 17065, ISO Guide 34, ISO/IEC 17043 and ILAC, IAF mandatory and guidance document with focusing on assessments (how to assess) matters
- ✓ Preparing and conducting the training for CABs and external assessors on the latest reductions of the standards: ISO/IEC 17025; ISO/IEC 17024; ISO/IEC 17021; ISO/IEC 17020; ISO 15189; ISO/IEC 17065; ISO Guide 34; ISO/IEC 17043 and ILAC, IAF mandatory and guidance document with focusing on implementation (how to implement) matters
- ✓ Classroom trainings for accreditation personnel on standards for different types of management systems (ISO series 9000, 14000, 22000, 27000, 29000, 50000 etc.) and other standards in conformity assessment areas will be performed.

Activities related to Result 3 (Institutional capacity improvement):

- ✓ Establishing a senior level Working Group (including representatives of the metrology department of the SCSMP) under the supervision of the project direct beneficiary – and definition of rules of operations

A senior level Working Group, consisting from representatives of key beneficiary departments of the SAS, metrology department of the SCSMP, the Technical Committee and, possibly, the Accreditation Council of SAS, the Technical Committee and other possible stakeholders as well as the RTA - is defined as a group formed by experts. The mission of the Working Group is to know the results of the situational analysis of Azerbaijan's in area of traceability measurements results performed by accredited CABs.

The main task of this Working Group will be to draft proposals (roadmap) for improvement and partly implemented during Twinning project implementation. Results gained during Twinning project "Strengthening of the metrology infrastructure in accordance with

international and EU best practice in the Republic of Azerbaijan” need to be taken into account. Policy of SAS traceability should be drafted.

- ✓ Carrying out a peer assessment of an internal management system (existing all relevant documents like policies, procedures, instructions etc.) of the SAS according to the ISO\IEC 17011 and relevant EA, ILAC and IAF documents and develop recommendations for its improvement
- ✓ Preparing and carrying out 3 study visits to the MS NAB for participation of SAS representatives in the on-site assessments (laboratory, CB and IB accreditation); preparing with participants proposals to the SAS management to improve internal management system
- ✓ Preparing and carrying out accreditation of conformity assessment bodies (ISO\IEC 17065, ISO\IEC 17021, ISO\IEC 17024, ISO Guide 34) by SAS under witnessing of a STE from NAB that has EA recognition for relevant standard
- ✓ Carrying out a gap analysis in relation with participation of AZ CABs in Proficiency Testing (PT) activities according to ILAC-P9 and elaborating the policy for PT participation
- ✓ Carrying out a gap analysis produced in relation to traceability of testing and calibration results according to ILAC-P10, performed by AZ laboratories and elaborating traceability policy
- ✓ Elaborating the procedures for management of accreditation personnel and plan for its practical implementation
- ✓ Delivering on-the-job training in relation with the practical implementation of procedures for accreditation personnel management
- ✓ Establishing a cost free database (Register) for accreditation assessors and personnel with identification their technical competence

Activities related to Result 4 (External communication and internal networking):

- ✓ Developing an external communication and international networking strategy
- ✓ Preparing and delivering the awareness raising workshops for SAS staff on EA documents
- ✓ Preparing and delivering the awareness raising workshops for all stakeholders at least on: Regulation 765, “The Role and Place of Accreditation in Azerbaijan for Trade and Industry”, The Role and Place of Accreditation in Azerbaijan for Regulatory activity”, EU Internal market, conformity assessment requirements and accreditation
- ✓ Preparing all supporting documents for gaining by SAS the status of the Associated member of EA
- ✓ Preparing application with all supporting documents for gaining by SAS status Associated member of EA
- ✓ Preparing application with all supporting documents for gaining by SAS the status of BLA signatory for accreditation in the areas of “Management system” and “Certification of persons”
- ✓ Preparing a concept paper for upgrading the SAS website and establishment of the web-based MIS website as well as developing the related technical specifications

3.5. Means/Input from the MS Partner Administration

The MS partner administration is expected to provide the Project Leader (MS PL) and Resident Twinning Advisor (RTA) as well as a team of short term experts to support them in implementation of the project activities.

The MS PL is the key link between the partners, acting at an overall operational and strategic level. The RTA is seconded to the BC administration and resides in the BC. (S)he co-operates day-to-day with the BC partners and coordinates the input of the MS short-term experts (STEs). STEs will work

in Azerbaijan on the basis of specific Terms of Reference (ToR) which will be designed by the RTA for each mission together with the Beneficiary.

It has proved to be an advantage for the project implementation in previous Twinning projects when the MS has designated a senior STE to be responsible for each mandatory result/component of the project (i.e. a component leader) and to liaise with the respective component leader to be nominated by the BA. The BA will nominate counterparts to these key roles (see section 6.3).

The required MS experts must either be civil/public servants of the relevant MS administration or be permanent staff of approved mandated bodies. All experts must comply with the requirements set in the Twinning Manual.

The nature of work for technical assistance abroad requests strong initiative, good analytical, interpersonal and language skills. All experts shall possess these qualities.

The RTA will be supported by a permanent RTA Assistant. In collaboration with the BA, the RTA assistant will handle administrative arrangements for conferences, training, seminars, etc. including provision of interpreters and the ensuring the translations. One assistant will be selected during the Twinning contract preparation period.

A full-time interpreter/translator may also be recruited in Azerbaijan and funded by the project. (S)he will perform most of the required interpretation/translation services. Whenever required and needed on a clear justified request, e.g. for simultaneous interpretation during seminars and workshops, additional interpretation may be procured and funded by the project. (S)he will provide day-to-day interpretation/translation to the RTA and project experts during meetings.

Profile and tasks of the Project Leader (PL)

The Project Leader (PL) from the MS should be a high-ranking civil servant or an equivalent senior manager in a MS national accreditation body with sufficient work experience in the field relevant to the project.

The PL will supervise and coordinate the overall thrust of the project. (S)he will direct the project and will ensure that all the required strategic support and operational input from management and staff of the MS side are available. Together with the Beneficiary PL, he will organise the Project Steering Committee (PSC) meetings. **The MS PL would continue to work in her/his MS administration but should devote a minimum of three working days per month to the project in Azerbaijan with an on-site visit to Azerbaijan at least every three months to participate in the project SC meetings.**

Profile:

Qualification and skills

- An university degree in relevant field(e.g. international trade / trade facilitation or in engineering or other subject related to TBT and experience in the national implementation of international instruments
- Good command of written and spoken English

General professional experience

- At least 7 years of professional experience at a senior management level in her/his MS public service in the technical regulation sector
- Experience in project management

Specific professional experience

- Broad knowledge of current EU-policies, existing structures and methods in the sector

- Experience in accreditation (experience in standardization and/or conformity assessment and/or metrology) would be an asset
- Experience in institutional re-organisation would be an asset
- Specific experience in the management of the implementation of international instruments would be an asset
- Experience in EU funded projects would be an asset

Tasks:

- Liaising with the BC Administration at the political level
- Overall co-ordination, guidance and monitoring
- Ensuring the direction of the project work
- Ensuring the achievement on time of the mandatory project results
- Ensuring the availability on time of MS-Short Term Experts and other MS resources
- Executing other administrative tasks

Profile and tasks of the Resident Twinning Advisor (RTA)

The Resident Twinning Advisor (RTA) seconded from the EU MS should have at **least five years' work experience as a staff member in a MS accreditation body**. A network of functional contacts with related EU and Member State institutions will also be an asset. The RTA will be in charge of the day-to-day implementation of the Twinning project in Azerbaijan. (S)he should co-ordinate the implementation of activities according to a predetermined work plan and liaise with the RTA counterpart in Azerbaijan. **(S)he will reside for the entire implementation period of 24 consecutive months in Azerbaijan and work full-time for the project.** The RTA is expected to be actively involved in the implementation of all activities. (S)he should co-ordinate the project and have a certain level of understanding of all components.

Profile:

Qualification and skills

- A University degree in relevant discipline relevant field (e.g. international trade / trade facilitation or in engineering or other subject related to TBT and/or SPS)
- Good command of written and spoken English

General Professional Experience

- At least 5 years' experience in the conformity assessment sector
- Experience in managing teams of experts
- Experience in developing, co-coordinating and conducting training programmes

Specific Professional experience:

- Familiarity with current EU-policies, existing structures and methods in the accreditation of conformity assessment sector
- Good knowledge of the institutional environment relating to the implementation and enforcement of relevant EU legislation
- Experience in conducting legal reviews would be an asset
- Experience in working in a different cultural environment would be an asset

Tasks:

- Day-to-day coordination and implementation of the project activities in Azerbaijan
- Preparation of Terms of Reference (ToR) for STEs' missions
- Managing inputs of short-term experts

- Arranging study tours to MS countries for the staff of the SAS and other involved administrations
- Substantial provision of own expertise
- Ensuring the coherence and the continuity of the inputs and the on-going progress
- Assessing continuously the Twinning-project at all stages and comparing actual progress with the specified benchmarks and time-frame
- Guaranteeing smooth implementation of the different activities;
- Liaising with the BC Project Leader and RTA Counterpart on regular basis
- Liaising with the EU Delegation and the PAO of Azerbaijan
- Preparing interim, quarterly and final reports
- Reporting to the MS-Project Leader

Profile and tasks of the short term experts (STEs)

All required EU institutional and technical expertise will be covered by the short-term experts. The short-term experts should have good experience in the relevant subject matter. The STEs should be civil servants or staff members of the selected MS institution(s). They should have worked in the required fields for not less than 3 years and have appropriate qualifications and necessary skills to implement the above mentioned activities.

The Terms of Reference for the short-term experts will be elaborated by the RTA. The exact number of STEs per activity should be agreed upon during the contract negotiations. There should be a pool of short-term experts to ensure smooth implementation of the project. The STEs should be identified by the Project Leader/RTA and will be agreed with the Beneficiary Administration in the course of design and implementation of the project.

Indicative fields of experience for the short-term experts:

- European approach and Quality Infrastructure, provisions of the Regulation (EC) No. 765/2008 on accreditation and market surveillance
- Accreditation according to the ISO/IEC 17011; ISO/IEC 17025, ISO/IEC 17024, ISO/IEC 17021, ISO/IEC 17020, ISO 15189, ISO/IEC 17065, ISO Guide 34, ISO/IEC 17043
- Practical application of EA, IAF and ILAC requirements
- Practical Experience with Quality management system
- Communication and networking
- Website and MIS conception

Indicative profile of the short-term experts:

Qualification and skills

- Relevant university degree
- Good command of written and spoken English

General Professional Experience

- At least 5 years' proven experience in the relevant field
- Working experience in foreign countries would be an asset

Specific professional experience

- Up-to-date knowledge and current experience in the respective field of project activity
- Project and training experience would be an asset

In addition to their missions in Azerbaijan, the STEs are expected to contribute actively in developing programmes for the study visits proposed in the project.

STEs' main tasks:

- Provision of their specific expertise
- Know-how transfer according to the ToR prepared by the RTA and BA
- Reporting on their missions

3.6. Reporting and monitoring

The MS Project Leader must draw up Interim Quarterly Reports and a Final Report. (S)he will be responsible for submitting them to the relevant authority.

For templates and requirements to reporting and monitoring, see the Twinning Manual.

Project Steering Committee (PSC)

The PSC will be convened at least every three months. The PSC will be chaired jointly by the MS PL and the BC PL. The PSC composition will be defined in the Working Plan according to requirements set in the Common Twinning Manual. Representatives from the PAO of the Republic of Azerbaijan and the EU Delegation, the RTA counterpart and BC PL as well as the RTA, MS PL and BC component leaders will participate in the PSC meetings. Observers from other institutions may be involved from time to time in cross-cutting issues. Representatives from other administrations or short term experts may also be invited if necessary. The PSC will follow the achievement of the project results and the timely implementation of the project activities in order to identify and rectify any problems that may arise in the course of the implementation of the project.

The secretarial support of the PSC will be provided by the RTA and RTA Assistant, who will prepare the agenda of the meetings, the documents to be discussed as well as the minutes of the meetings.

The working language of the Project implementation will be English. Translation and interpretation will be provided where necessary and where permitted in the provisions of the Twinning Manual.

4. Institutional framework

The SCSMP is the beneficiary institution and will be responsible for the implementation of the project, as well as providing the co-ordination mechanism.

4.1. Responsible authorities for accreditation

The SCSMP is the governmental body in charge of standardization, technical regulation, metrology, **conformity assessment, accreditation and quality management** in the Republic of Azerbaijan. It consists of a central administration with several departments, including the Technical Regulation and Standardization Department, the Metrology Department and the Department for Legislation and Legal Examination etc. and the 3 following subordinated Services:

- State Metrology Service
- **State Accreditation Service (SAS)**
- State Control Service for Technical Regulation and Standardization

4.2. Other Azerbaijani stakeholders for accreditation

The Azerbaijani authorities that rely on accreditation of the CABs in the SAS for regulatory activities are the:

- Ministry of Ecology and Natural Resources
- Ministry of Economy
- Ministry of Agriculture
- Ministry of Transport
- Ministry of Communication and High Technologies

- Ministry of Energy
- Ministry of Health
- SCSMP (in particularly from metrology services and lawyers)
- State Customs Committee

All these stakeholders should participate in awareness raising seminars and workshops for the Mandatory Result №4.

Also representatives of the following departments of the SCSMP should be involved in activities for the Mandatory Result № 1 (changes to legislation) and Mandatory Result № 2 (elaboration of policy on traceability):

- Department for Legislation and Legal Examination
- Metrology Department
- Department for International relations

A senior level Working Group, consisting from representatives of key beneficiary departments of the SCSMP and relevant stakeholders will be created for the twinning project purpose (see above indicative activities under results 1&3).

4.3. Organisation of the Beneficiary Administration (BA) for accreditation infrastructure

The main direct beneficiary of this project is the SAS.

As mentioned in section 3.1.1, The SAS was established in 2012.

According to the Statute, the SAS is the executive authority which ensures compliance with the accreditation principles and guidelines, evaluation of testing and calibration laboratories and accreditation of conformity (verification) assessment bodies. The SAS is the authorized executive body carrying out the state policy for implementation of works on accreditation in accordance with international practice and standards.

Functions, Departments and Staff

The SAS shall perform the following duties in accordance with the types of activities defined in its Statute:

- participate in implementation of obligations generated from the international agreements the Republic of Azerbaijan adhered to;
- improve the regulatory legislation in the field of accreditation and provide proposals related to their approximation to international requirements;
- participate in development of guidelines related to establishment of the National Accreditation System and implementation of other measures;
- carrying out accreditations of testing, calibration laboratories and another conformity assessment bodies, including issuance of accreditation certificates, extension of scope of accreditation, suspension, cancellation and changing scope of accreditation;
- participate in the performing of surveillance of accredited testing, calibration laboratories and conformity assessment bodies;
- ensure taking relative measures related to recognition of accreditation certificate issued by foreign or international agencies;
- keep registry of accredited conformity assessment bodies;
- participate in conclusion of agreements of mutual recognition of the cooperation and compliance conformity assessment work results in foreign countries, international and regional organizations etc.

The main administrative divisions of the SAS are:

- Administration – 6 persons
- Division for Accreditation of Laboratories - 6 persons
- Division for Accreditation of Certification Bodies - 5 persons
- Financial Division - 5 persons

The qualified personnel for the standards related to accreditation is distributed as follows (one person might be competent for several standards):

№	Standards	Lead assessors		Assessors		Experts	
		Int.	Ext.	Int.	Ext.	Int.	Ext.
1	ISO/IEC 17065	2	-	1	-	1	-
2	ISO/ IEC 17021	2	-	1	-	1	-
3	ISO/ IEC 17020	2	-	1	-	1	-
4	ISO/ IEC 17024	2	-	1	-	1	-
5	ISO Guide 34	2	-	1	-	1	-
6	ISO\IEC 17025 (calibr)	1	-	5	-	2	1
7	ISO\IEC 17025 (testing)	5	1	-	-	5	1
Total		10		5		5	

Infrastructure and technical resources

A new four-floor laboratory building, with a capacity for 40 employees, is under construction. It will accommodate the following units:

- state standards laboratory of the humidity
- state standards laboratory of length and angle
- state standards laboratory of nano-measurements
- state laboratory of standards standard flow meter, volumetric (proofer) and weight (for a small range)
- state standards laboratories of electrical quantities (inductance, power capacity, low-voltage, active resistance, electromagnet field tension, high voltage and current)
- state standards laboratory of noise, vibration and acoustic
- state standards laboratory of force (large and small)
- laboratory of samples of mixtures gas standard
- testing laboratory of electromagnetic compatibility
- lighting power, photometry
- laboratory of the calorimetric method of chromatographic of the measurement of calorific gases

The Government of Azerbaijan has allocated AZN 12 million for the construction of administrative building and AZN 27 million for the building of the state standards laboratories.

5. Budget

The maximum budget allocated to this Twinning project is €1,200,000

The Azerbaijani beneficiary administration will provide the RTA and other MS experts with office space in its main building in Baku, equipment and other provisions as stated in the Common Twinning Manual.

6. Implementing arrangements

6.1. Implementing Agency responsible for tendering, contracting and accounting

The Implementing Agency responsible for tendering, contracting and accounting is the European Commission represented by **the Delegation of the European Union to the Republic of Azerbaijan**.

The persons in charge of this project at the Delegation of the European Union to the Republic of Azerbaijan are:

Mr Jeroen WILLEMS

Head of Cooperation

Delegation of the European Union to the Republic of Azerbaijan

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6.2. Main counterparts in the Beneficiary country

Programme Administration Office in Azerbaijan (PAO)

The person in charge of this project at the PAO is:

Mr Ruslan RUSTAMLI, Director of PAO

Head of the Department on Cooperation with International Organizations

Ministry of Economy of the Republic of Azerbaijan

6th floor, Government House,

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Republic of Azerbaijan

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Website: <http://pao.az>

Beneficiary Administration – *State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan*

The Beneficiary Administration has nominated its main counterparts to the MS PL and RTA:

Project Leader – Mr Sabig Abdullayev

Deputy Chief of State Accreditation Service under the State Committee for Standardization, Metrology and Patent of the Republic of Azerbaijan
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During the contracting phase of the project, the beneficiary administration will nominate leaders for each of the 4 components.

6.3. Contracts

Only one Twinning contract is foreseen for this project.

A new Financial Regulation applicable to the general budget of the European Union entered into force on 1st January 2013¹³. This implies several changes to the Twinning contract templates. An updated version of the Twinning Manual and of its Annexes, incorporating these changes, is in preparation and shall be published soon on EuropeAid website¹⁴. The Twinning contract, which shall be signed as a result of the present procedure shall follow the templates of the updated Twinning Manual and Annexes.

¹³ Financial Regulation: Regulation (EC, Euratom) No 2015/1929 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002.

https://myintracomm.ec.europa.eu/budgweb/EN/leg/finreg/Pages/leg-020_finreg2012.aspx

¹⁴ Rules of Application: Commission Delegated Regulation (EU) No 2015/1929 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.
http://ec.europa.eu/europeaid/where/neighbourhood/overview/twinning_en.htm

7. Implementation schedule (indicative)

7.1. Launching of the call for proposals:	July 2016
7.2. Start of project activities:	May 2017
7.3. Workplan duration:	24 months

8. Sustainability

The Twinning project will have to seek sustainable solutions and approaches based on the adoption of best practices and thus prepare the grounds for Azerbaijani enhanced compliance with the selected EU Acquis and specifically best European practices in the field of accreditation of conformity assessment bodies.

Sustainability is highly dependent of the commitment of the Beneficiary Administration. Therefore the nomination of a responsible person within the Beneficiary Administration, for each component of the Twinning project, is highly recommended. This person will coordinate and promote the activities during the implementation of the project. The “**component leader**” will then ensure, for her/his component that the actions and work of the COA are in line with the results of the projects after its completion.

Besides, in the final report, twinning partners will include specific recommendations and strategies for consolidating and safeguarding the achievement of mandatory results in the beneficiary administration.

To ensure sustainability, Beneficiary Administrations should be provided with the training materials (all handovers) in both languages, English and Azerbaijani. That means that a budget for the translation of Guidelines, Handbooks, Glossaries, Methodology Manuals, etc. developed within the project should be foreseen respecting the ceilings indicated in the Twinning Manual.

9. Cross-cutting issues

9.1. Equal opportunity

The proposed project will comply with EU equal opportunity policies. Equal treatment of women and men in project implementation at all levels will be one of the most important principles in the project management and implementation. The beneficiaries are already equal opportunity employers. In particular, great attention will be given to the equality principle in the training of personnel and the recruitment of the STEs. Of course, appropriate professional qualifications and experience will be the main decisive factors in personnel recruitment and evaluation but, subject to that, both women and men will have identical prospects.

9.2. Environment

The principle of implementation of this Twinning project is based on a paperless work environment. This means, in particular, minimising paper use during project implementation by the maximum feasible use of e-mails and, if available, project web-site and/or project electronic data base for co-operation between partners. Documents are automatically saved in electronic format.

10. Conditionality and sequencing

Sequencing of the project: Capacity building shall precede Institutional capacity improvement.

List of the abbreviations

AB	Accreditation Body
AZ	Azerbaijan
BC	Beneficiary Country
CAB	Conformity Assessment Body
CB	Certification Body
CoM	Cabinet of Ministers of the Republic of Azerbaijan
COOMET	Euro-Asian Cooperation Of National Metrological Institutions
EA	European Cooperation for Accreditation
EA BLA	Bilateral Agreements of European Cooperation for Accreditation
ENP	European Neighbourhood Policy
ENP AP	European Neighbourhood Policy Action Plan
ENPI	European Neighbourhood and Partnership Instrument
EU	European Union
EUD	European Union Delegation
IAF	International Accreditation Forum
IAF MLA	International Accreditation Forum Multilateral Agreement
IB	Inspection Body
ILAC	International Laboratory Accreditation Cooperation
ILAC MRA	International Laboratory Accreditation Cooperation Mutual Recognition Arrangement
IRP 1	Institutional Reform Plan 1 (focusing Trade)
MS	Member State
MS PL	Member State Project Leader
NAB	National Accreditation Body
NAS	National Accreditation System
NIP	National Indicative Programme
PAO	Programme Administration Office
PCA	Partnership and Cooperation Agreement
PT	Proficiency Testing
RTA	Resident Twinning Adviser
SAS	State Accreditation Service
SCSMP	State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan
SIGMA	Support for Improvement in Governance and Management
STE	Short Term Expert
TAIEX	Technical Assistance Information Exchange Office
TL	Testing Laboratory
ToR	Terms of Reference

11. ANNEXES

1. Logical framework matrix in standard format
2. List of relevant Laws and Regulations
3. SCSMP Organigramme (Central Administration) and Relevant Structure of SAS

ANNEX 1: Logical Framework Matrix*

Strengthening the National Accreditation System of the Republic of Azerbaijan		Programme name and number: ENPI AAP 2012 for the Republic of Azerbaijan (CRIS number: call 138-139)	AZ 13 ENI TR 02 16 (AZ/46)
State Committee for Standardisation, Metrology and Patent of the Republic of Azerbaijan		Contracting period expires: Total budget: 1,2 million EUR	Disbursement period expires:
	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Overall objective:			
To contribute to the economic growth of Azerbaijan and access to the world market through an accreditation system that meets the European requirements	<ul style="list-style-type: none"> • SAS prepared for participation in EA • Practical implementation of EU Regulation 765\2008 	<ul style="list-style-type: none"> • SAS application and all supporting documents to become EA associate member • SAS report • SAS website 	
Project purpose:			
To strengthen the capacity of the State Accreditation Service (SAS) under the State Committee of Standardisation, Metrology and Patent of the Republic of Azerbaijan (SCSMP) in line with the requirements of the International Laboratory Accreditation Cooperation (ILAC) , International Accreditation Forum (IAF) and European Cooperation for Accreditation (EA)	<ul style="list-style-type: none"> • Number of AZ laboratories that participated in PT activity increased by 5 % in comparison with the data available at the beginning of the project • All internal procedures of the management system of SAS in place • Policies of SAS on PT participation and traceability of measurement result in place 	<ul style="list-style-type: none"> • SAS reports • Approved SAS internal procedures • Approved SAS policies 	<ul style="list-style-type: none"> • Continuous political will in Azerbaijan to proceed with EU-harmonization and WTO-accession • Good inter-sector communication
Mandatory Results:			

<p>1. The legal framework (primary and secondary legislation) of accreditation service in Azerbaijan was reviewed and relevant amendments and/or new legislation were developed in line with the international requirements (ILAC, IAF), regional (EA) and EU <i>Acquis</i></p>	<ul style="list-style-type: none"> • A gap analysis of the current primary and secondary legislation carried out, analytical report that includes the roadmap for legal improvements focusing on issues, which adversely impact on WTO/TBT issues, elaborated and agreed upon • Current practical implementation of existing legislation (including financial matters, Accreditation Council, Technical and Appeal committees) assessed and proposals for its improvement elaborated and agreed upon • Amendments to the primary law elaborated, endorsed and the official approval process initiated by the SAS • Amendment to the existing secondary legislation and/or new legal documents elaborated, endorsed and the official approval process initiated by the SAS • Provisions for functioning Accreditation Council, Technical Committee, and Appeal Committee) are elaborated. • Rules and procedures that allows the SAS to pay to external assessors and experts for their participation in assessments developed and endorsed by the SAS 	<ul style="list-style-type: none"> • Gap analysis report and roadmap • Assessment report • Draft primary law endorsed by the head of SAS • Draft legal documents endorsed by the head of SAS 	<ul style="list-style-type: none"> • Access to facilities and legal documents • Approval of amendments and new legislation is at least partly achieved
<p>2. Capacity, knowledge and skills of the SAS employees as well as external assessors and representatives of the conformity assessment bodies on the relevant ISOs, ILAC, IAF and EA</p>	<ul style="list-style-type: none"> • A Training Needs Analysis (TNA) carried out and the report developed • Training Programmes for the SAS as well as for external assessors and representatives of conformity assessment bodies, developed and 	<ul style="list-style-type: none"> • TNA report • Training Programmes endorsed by the head of administration • Reports on the delivered 	<ul style="list-style-type: none"> • Adequate logistics • External assessors and experts are willing to cooperate

<p>are increased</p>	<p>endorsed by the chief of administration</p> <ul style="list-style-type: none"> • A training manual developed • At least 5 SAS trainers per standards and documents trained on: <ul style="list-style-type: none"> ✓ ISO/IEC 17011 ✓ ISO/IEC 17025 ✓ ISO/IEC 17024 ✓ ISO/IEC 17021 ✓ ISO/IEC 17020 ✓ ISO 15189 ✓ ISO/IEC 17065 ✓ ISO Guide 34 ✓ ISO/IEC 17043 and ✓ ILAC, IAF,EA mandatory and guidance document • At least 10 external assessors and the representatives of the conformity assessment bodies trained on each standard and document: <ul style="list-style-type: none"> ✓ ISO/IEC 17025 ✓ ISO/IEC 17024 ✓ ISO/IEC 17021 ✓ ISO/IEC 17020 ✓ ISO 15189 ✓ ISO/IEC 17065 ✓ ISO Guide 34 ✓ ISO/IEC 17043 and ✓ ILAC, IAF, EA mandatory and guidance document • At least 10 participants (SAS personnel and involved experts) per each standard (ISO series 9000, 14000, 22000, 27000, 29000, 50000 and other) trained 	<p>trainings, workshops and awareness rising seminars</p> <ul style="list-style-type: none"> • List of training participants • Certificates on attendance 	
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<p>3. Institutional capacity of the SAS for accreditation of conformity assessment bodies was improved in line with the requirements of the ISO/IEC 17011:2004 “Conformity assessment – General requirements for accreditation bodies accrediting conformity assessment bodies”</p>	<ul style="list-style-type: none"> • Current practical implementation of internal management system in SAS assessed, recommendations for its improvement (internal rules and procedures) elaborated and endorsed by the chief of SAS • Participation of 5 SAS representatives in EU MS NABs in 3 on-site assessments (laboratory, CB and IB accreditation) as observers ensured • At least three five-day study visits (2 days for studying the preparation, 2 for on-site assessment and 1 for analysis, reporting and decision making process) with five representatives from the SAS for each type of CAB organised • Accreditation of at least 4 conformity assessment bodies (ISO/IEC 17065, ISO/IEC 17021, ISO/IEC 17024, ISO Guide 34) by SAS under witnessing of project STE carried out • Gaps and needs for CABs participation in Proficiency Testing (PT) identified and proposals for its improvements elaborated and agreed upon • Policy of SAS for Proficiency Testing (PT) participation elaborated and endorsed by the head of administration • Gaps and needs for traceability of measurement result performed by AZ CABs identified and proposals for its 	<ul style="list-style-type: none"> • Assessment report • Reports on study visits with proposals of improvement of SAS accreditation process • Training report • Report on witnessing with proposals of improvement of SAS accreditation process • Policy of SAS for PT participation endorsed by the head of administration • Policy of SAS for traceability endorsed by the head of administration • Implementation plans (roadmaps) for improvement of PT activity and traceability of measurement results of AZ CABs • Procedure for management of accreditation personnel endorsed by the head of administration • Database of accreditation personnel in use 	<ul style="list-style-type: none"> • Willingness of trained staff to apply ILAC, IAF and EA principles
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	<p>improvements elaborated and agreed upon</p> <ul style="list-style-type: none"> • Policy of SAS for traceability of measurement result performed by AZ CABs elaborated and endorsed by the chief of SAS • Procedures for management of accreditation personnel elaborated and endorsed by the chief of SAS • Practical implementation plan for management of the accreditation personnel elaborated and endorsed by the chief of SAS • At least 3 SAS staff trained in relation with the practical implementation of procedures for accreditation personnel management • A cost-free database (Register) of accreditation personnel (including internal\external assessors and experts) developed 		
<p>4. External communication and international networking capacity of the SAS was increased</p>	<ul style="list-style-type: none"> • External communication and international networking strategy developed and endorsed by the chief of SAS • At least 5 awareness raising workshops on EA documents and Regulation 765 for all stakeholders carried out • All supporting documents for gaining by SAS status of the Associated 	<ul style="list-style-type: none"> • External communication and international networking strategy • Lists of training participant • Certificates on attendance • Application for Associated member • Application to become signatory to BLA • Concept paper approved by 	<ul style="list-style-type: none"> • External stakeholders are willing to cooperate • Availability and commitment of local staff

	<p>member of EA elaborated</p> <ul style="list-style-type: none"> • All supporting documents for gaining by SAS status of EA BLA signatory for accreditation in areas of “Management system” and “Certification of persons” elaborated • Concept paper for upgrading the SAS website and establishment of the web-based Management Information System (MIS) elaborated and endorsed by the chief of SAS • Technical specifications to upgrade the website and the web-based MIS developed and endorsed by the chief of SAS 	<p>the head of SAS</p> <ul style="list-style-type: none"> • Technical specification endorsed by the head of SAS 	
Activities	Means	Costs	Assumptions
<i>General management and visibility actions</i>			
<ul style="list-style-type: none"> • Kick-off meeting • Quarterly meetings of the Steering Committee • Mid-term visibility conference • Final conference 	<ul style="list-style-type: none"> • Adequate logistics provided by the BA • MS PL, RTA, 2 project assistants and STEs • BA PL, RTA Counterpart, BA staff involved to the project 		
<i>Component 1 / Activities to achieve result 1:</i>			
<ul style="list-style-type: none"> • Establishing a senior level Working Group (including representatives of the legal department of the SCSMP) under the supervision of the project direct beneficiary – and definition of rules of operations • Carrying out a gap analysis of the existing legal framework (primary 	<ul style="list-style-type: none"> • RTA, 2 project assistants and STEs • RTA Counterpart, BA staff involved to the project 		

<p>and secondary) for accreditation activities in relation to both EU and EA requirements and elaborate a report with recommendations and roadmap for the legal improvements focusing on issues which adversely impact on WTO/TBT issues</p> <ul style="list-style-type: none"> • Elaborating amendments to the Law of Republic of Azerbaijan “On accreditation in the field of conformity assessment” (dated 30 May 2014) based on the gaps and recommendation identified under previous activity • Elaborating (where necessary) amendments and/or new legislation, based on the gaps, recommendations and roadmap developed under activity 1.2 • Assessing a current practical implementation (evidences) of existing primary and secondary legislation (including financial matters, creation and functioning Accreditation Council, Technical and Appeal committees) and develop recommendations for its improvement 			
<p>Component 2 / Activities to achieve result 2:</p>			
<ul style="list-style-type: none"> • Undertaking a Training Needs 	<ul style="list-style-type: none"> • RTA, 2 project assistants and STEs 		

<p>Analysis (TNA) with focusing on standards in accreditation and conformity assessment (e.g. certification of management system) areas, ILAC and IAF documents.</p> <ul style="list-style-type: none"> • Preparing a Training plan • Preparing and conducting the SAS trainings for trainers on the latest revisions of the standards: ISO/IEC 17011; ISO/IEC 17025, ISO/IEC 17024, ISO/IEC 17021, ISO/IEC 17020, ISO 15189, ISO/IEC 17065, ISO Guide 34, ISO/IEC 17043 and ILAC, IAF mandatory and guidance document with focusing on assessments (how to assess) matters • Preparing and conducting the training for CABs and external assessors on the latest reductions of the standards: ISO/IEC 17025; ISO/IEC 17024; ISO/IEC 17021; ISO/IEC 17020; ISO 15189; ISO/IEC 17065; ISO Guide 34; ISO/IEC 17043 and ILAC, IAF mandatory and guidance document with focusing on implementation (how to implement) matters • Classroom trainings for accreditation personnel on 	<ul style="list-style-type: none"> • RTA Counterpart, BA staff involved to the project 		
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<p>standards for different types of management systems (ISO series 9000, 14000, 22000, 27000, 29000, 50000 etc.) and other standards in conformity assessment areas will be performed</p>			
<p>Component 3 / Activities to achieve result 3:</p>			
<ul style="list-style-type: none"> • Establishing a senior level Working Group (including representatives of the metrology department of the SCSMP) under the supervision of the project direct beneficiary – and definition of rules of operations • Carrying out a peer assessment of an internal management system (existing all relevant documents like policies, procedures, instructions etc.) of the SAS according to the ISO/IEC 17011 and relevant EA, ILAC and IAF documents and develop recommendations for its improvement • Preparing and carrying out 3 study visits to the MS NAB for participation of SAS representatives in the on-site assessments (laboratory, CB and IB accreditation); preparing with participants proposals to the SAS 	<ul style="list-style-type: none"> • RTA, 2 project assistants and STEs • RTA Counterpart, BA staff involved to the project 		

<p>management to improve internal management system</p> <ul style="list-style-type: none"> • Preparing and carrying out accreditation of conformity assessment bodies (ISO\IEC 17065, ISO\IEC 17021, ISO\IEC 17024, ISO Guide 34) by SAS under witnessing of a STE from NAB that has EA recognition for relevant standard • Carrying out a gap analysis in relation with participation of AZ CABs in Proficiency Testing (PT) activities according to ILAC-P9 and elaborating the policy for PT participation • Carrying out a gap analysis produced in relation to traceability of testing and calibration results according to ILAC-P10, performed by AZ laboratories and elaborating traceability policy • Elaborating the procedures for management of accreditation personnel and plan for its practical implementation • Delivering on-the-job training in relation with the practical implementation of procedures for accreditation personnel management • Establishing a cost free database 			
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<p>(Register) for accreditation assessors and personnel with identification their technical competence</p>			
<p>Component 4 / Activities to achieve result 4:</p>			
<ul style="list-style-type: none"> • Developing an external communication and international networking strategy • Preparing and delivering the awareness raising workshops for SAS staff on EA documents • Preparing and delivering the awareness raising workshops for all stakeholders at least on: Regulation 765, “The Role and Place of Accreditation in Azerbaijan for Trade and Industry”, The Role and Place of Accreditation in Azerbaijan for Regulatory activity”, EU Internal market, conformity assessment requirements and accreditation • Preparing all supporting documents for gaining by SAS the status of the Associated member of EA elaborated • Preparing application with all supporting documents for gaining by SAS status Associated member of EA • Preparing application with all 	<ul style="list-style-type: none"> • RTA, 2 project assistants and STEs • RTA Counterpart, BA staff involved to the project 		

<p>supporting documents for gaining by SAS the status of BLA signatory for accreditation in the areas of “Management system” and “Certification of persons”</p> <ul style="list-style-type: none"> • Preparing a concept paper for upgrading the SAS website and establishment of the web-based MIS website as well as developing the related technical specifications 			
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** - This Logical Framework Matrix is tentative. The Twinning partners shall revise the content of the Logical Framework Matrix, mainly measurable indicators / benchmarks basis of commonly agreed activities and outputs during the drafting of the work plan for this project*

ANNEXE 2: List of relevant Laws and Regulations

Main adopted laws:

- Law of the Republic of Azerbaijan “On accreditation in the field of conformity assessment” (dated 30 May 2014)
- Law of the Republic of Azerbaijan “On ensuring uniformity of measurements” (dated 13 June 2013).
- Law of the Republic of Azerbaijan “On protection of consumers’ rights” (dated 19 September 1995)
- Decree of the Cabinet of Ministers of the Republic of Azerbaijan ”On gradual application of certification of products (works, services)” (dated 01.07.93 No. 343)
- Decree of the President of the Republic of Azerbaijan “On approval of the Statute and structure of the State Committee for Standardization, Metrology and Patent of the Republic of Azerbaijan” (dated 31 August 2009)
- “Statute of the State Accreditation Service (SAS) under the State Committee for Standardization, Metrology and Patent of the Republic of Azerbaijan” approved by the Decree No. 604 of the President of the Republic of Azerbaijan dated 04 April 2012
- AZS 11.1.005-2010: “Certification bodies of quality management system. Requirements and accreditation rules”
- AZS 11.1.006-2010: “Certification bodies of related products and services. Requirements and accreditation rules,
- AZS 11.1.007-2010: ”Accreditation rules of personnel certification bodies”,
- AZS 11.1.001-2010: “General provisions”,
- AZS 11.1.003-2010: “Registry. General provisions.”

Laws and regulations approved in 2014:

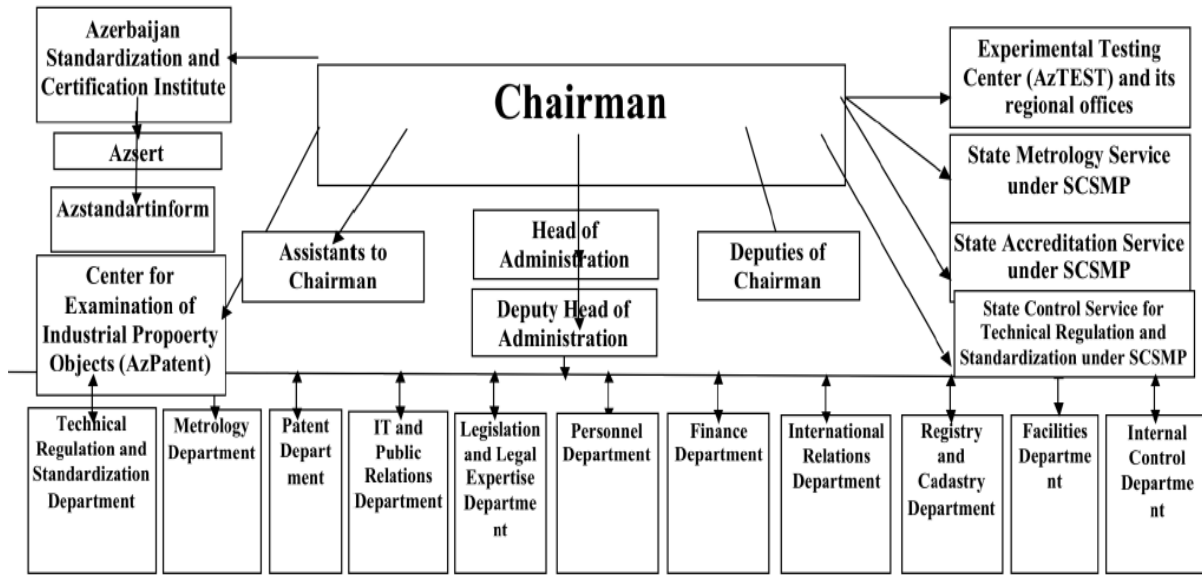
- Law “On accreditation in the field of conformity assessment”(dated 30 May 2014)

Legislation under drafting process:

- Rules for determination of payment size of external assessors/experts

ANNEXE 3: Organigramme of the SCSMP

State Committee for Standardization, Metrology and Patent of the Republic of Azerbaijan



Organigramme of the SAS

