

RESOLUTION OF THE CABINET OF MINISTERS OF THE REPUBLIC OF AZERBAIJAN

On approval of the "Regulation on conducting examinations of independent experts engaged in agricultural insurance activities"

In order to ensure the implementation of sub-item 2.1.4 of Decree of President of the Republic of Azerbaijan No. 809 dated August 19, 2019 'On application of Law 1617-VQ of the Republic of Azerbaijan on agricultural insurance dated June 27, 2019 and establishment of the Azerbaijan Agrarian Insurance Fund', the Cabinet of Ministers **resolves:**

To approve the "Regulation on conducting examinations of independent experts engaged in agricultural insurance activities" (attached).

Ali ASADOV
Prime Minister of the Republic of Azerbaijan

Baku city, March 23, 2020
No. 106

APPROVED

by Resolution No 380 of the Cabinet of Ministers
of the Republic of Azerbaijan
dated October 4, 2022

**Regulation on conducting examinations of independent experts engaged in
agricultural insurance activities**

1. General provision

1.1. This Regulation has been developed in accordance with the second sentence of Article 10.1 of the Law of the Republic of Azerbaijan "On Agricultural Insurance" and regulates issues related to conducting an examination (hereinafter referred to as the "examination") of independent experts (hereinafter referred to as the "independent expert") engaged in agricultural insurance activities and issuing a certificate of independent expert (hereinafter referred to as the "certificate") as a result of the examination.

2. Organization of examinations

2.1. The examination and issuance of certificates as a result of the examination are carried out by the State Examination Center of the Republic of Azerbaijan (hereinafter referred to as the "Center").

2.2. Candidates who wish to participate in the examination shall:

2.2.1. have higher, secondary specialized or vocational education in the specialties listed in Appendix No. 1 to this Regulation;

2.2.2. Taking into account paragraph 4.7 of this Regulation, successfully complete the training organized by the Agrarian Insurance Fund (hereinafter referred to as the "Fund").

2.3. Candidates with vocational education are required to have at least 5 (five) years of work experience in the relevant field in order to register their candidacy.

2.4. The examination includes questions on qualifications for certificate types in accordance with the training program approved in accordance with paragraph 3.7 of this Regulation.

2.5. For the organization of the examination, the Center:

2.5.1. determines examination schedule and delivery technology;

2.5.2. compiles a list of correct answers to examination questions and ensures that this list is stored in a specially designated database, subject to confidentiality;

2.5.3. determines the examiners;

2.5.4. announces the acceptance of documents at least 1 (one) month before the exam date;

2.5.5. disseminates the exam schedule and the list of candidates who will participate in the examination through the website, press, as well as specialized publications;

2.5.6. informs each candidate who will take part in the examination 10 (ten) days before the examination;

2.5.7. provides a personal identification code to each candidate who will take part in the examination;

2.5.8. considers applications, complaints and suggestions regarding the organization, conduct and results of the examination;

2.5.9. issues the certificates specified in paragraph 5.2 of this Regulation within 15 (fifteen) days from the date of announcement of the examination results.

2.6. The examination is held by the Center on a paid basis in Baku or in the regions in a centralized manner. The examination fee is set at 80 (eighty) manats (excluding VAT).

3. Organization and execution of training courses

3.1. An announcement is made on the official website of the Fund or in the press at least 1 (one) month before the start of the training. Candidates are required to submit the following documents to participate in the training:

3.1.1. copy of the identity document;

3.1.2. copy of the document confirming the qualification specified in Appendix No. 1 to this Regulation;

3.1.3. for candidates with vocational education, copy of the document confirming at least 5 (five) years of work experience in the relevant field;

3.1.4. copy of the document confirming the recognition of foreign higher education qualifications issued by the Ministry of Education of the Republic of Azerbaijan in case of higher education abroad;

3.1.5. document confirming payment.

3.2. If the documents or information specified in paragraph 3.1 of this Regulation can be obtained from the relevant state body (institution) through the Electronic Government Information System, such documents or information shall not be required from the applicant. In cases where such documents or information cannot be obtained through the Electronic Government Information System, their submission shall be requested from the relevant state body (institution) upon request with the consent of the applicant or shall be provided by the applicant.

3.3. Candidates who do not comply with the requirements of paragraph 3.1 of this Regulation shall not be admitted to training.

3.4. The data of candidates on higher or secondary specialized education are checked in the state electronic information system "Student-Graduate". The Fund sends a request to the Center for verification of candidates' data on higher or secondary specialized education. The Center carries out the verification within 5 (five) working days from the date of receipt of the request and provides the Fund with an official response on the results of the verification.

3.5. The amount of payment for the training is determined by the Fund in agreement with the Ministry of Agriculture of the Republic of Azerbaijan.

3.6. Candidates who submit the documents specified in paragraph 3.1 of this Regulation to the Fund at least 7 (seven) working days before the start of the training are invited to participate in the training.

3.7. The Fund organizes training of 104 (one hundred and four) hours for candidates-experts on agricultural plants and plant products, 40 (forty) hours for candidates-experts on agricultural animals and animals bred for agricultural purposes and 20 (twenty) hours for candidates-experts on aquaculture products. The curriculum of the training organized for the candidates, as well as the theoretical-methodological, pedagogical-methodological materials are approved by the Fund, and the training process includes theoretical and applied exercises.

3.8. *The Fund provides training materials to the candidates.*

3.9. *At least 16 (sixteen) hours of practical experience in agricultural fields shall be provided during the training process for expert candidates on agricultural plants and plant products, at least 4 (four) hours - for expert candidates on agricultural animals and animals bred for agricultural purposes, and at least 2 (two) hours - for expert candidates on aquaculture products.*

3.10. *Candidates who fail to attend more than 10% of the total hours allotted for training without a valid excuse shall forfeit the right to take part in the examination and retake the training to receive a certificate.*

3.11. *Candidates have the right to make up missed classes at the next training if they are unable to attend for a valid reason.*

3.12. *The list of persons who have successfully completed the training and the documents specified in paragraphs 3.1.1-3.1.4 of this Regulation shall be sent by the Fund to the Center.*

4. Conduct of examinations

4.1. *After the list of persons who have successfully completed the training and their documents are submitted by the Fund in accordance with the procedure specified in paragraph 3.12 of this Regulation, the Center shall issue an announcement on the acceptance of documents in accordance with subparagraph 2.5.4 of this Regulation. The examination shall be held no later than 1 (one) month from the date of completion of the acceptance of documents.*

4.2. *To participate in the examination, the candidate registers online through the Center's internet portal (hereinafter referred to as the "Portal") during the application process and is sent an electronic notification confirming registration and a memory booklet containing information about the examination rules.*

4.3. *The examination consists of test tasks. The number of test tasks is determined by the Center. There are the following types of test tasks:*

4.3.1. *closed-type test tasks, i.e., test tasks that require the identification and recording of 1 (one) correct answer from the given answer options;*

4.3.2. *open-ended test tasks, that is, those that do not provide answer options and require the correct answer to be determined and expressed in writing.*

4.4. *The candidate's answers in the examination are evaluated in the following manner:*

4.4.1. *each correct answer to each of the closed-ended test questions is worth 1 point, and an incorrect answer or no answer is worth 0 points;*

4.4.2. *each correct answer to the open-ended test questions is worth 2 points, and an incorrect answer or no answer is worth 0 points.*

4.5. *The duration of the examination is 90 (ninety) minutes.*

4.6. *The total (maximum) score that can be accumulated on the examination is 60, and a person who achieves 60 percent (36 points) of that score is considered to have successfully passed the examination.*

4.7. *Candidates who fail the examination have the right to retake it 3 (three) times. Candidates who fail the examination 3 (three) times are allowed to take the examination only after participating in the re-training process. In this case they shall submit a document confirming payment to the Fund in accordance with paragraph 3.1.5 of this Regulation.*

4.8. Information about candidates who have passed the examination is submitted to the Fund. The candidate who has participated in the examination is given a statement of the examination results by the Center.

4.9. A candidate who is dissatisfied with the results of the examination may appeal to the Center within 3 (three) business days from the date the results are notified to him/her.

4.10. The appeal will be reviewed in the presence of the candidate and the Center will provide a reasoned response. If it is found that the candidate's scores were not calculated correctly, a recalculation will be made and the candidate's scores will be updated.

4.11. Information about the examination results is posted on the portal.

4.12. During the examination, the candidate is prohibited from performing the following actions:

4.12.1. submitting a fake or unauthorized document, sending someone else to take the examination instead of him/her, or coming to the examination in a drunken state;

4.12.2. bringing and using mobile phones and other communication devices, calculators, notes, dictionaries, spreadsheets, reference books, and other aids to examinations;

4.12.3. entering the examination building with incendiary, explosive, cutting, piercing, throwing or other similar items, or bringing tobacco products;

4.12.4. changing place, walking around, standing up, and interfering with the progress of the examination once the examination has started;

4.12.5. leaving the examination hall within 30 (thirty) minutes from the start of the examination until the end of the period and within the last 15 (fifteen) minutes of the examination;

4.12.6. influencing another person's examination score, including looking at another person's answer sheet, question book, or allowing another person to look at his/heer answer sheet, question book, asking or revealing the answer to a question;

4.12.7. asking the examiner or other persons for help in solving tasks;

4.12.8. leaving the examination hall without handing over the answer sheet and question paper to the examiner.

4.13. If the Center determines that a candidate has committed the acts specified in paragraph 4.12 of this Regulation, a decision shall be made to cancel the candidate's examination results. This decision may be appealed administratively or in court.

5. Certification of independent experts

5.1. The Center makes an appropriate decision about each candidate based on the results of the examination for issuing a certificate.

5.2. The following types of certificates are awarded to those who successfully pass the examination:

5.2.1. independent expert certificate on insurance of agricultural crops and plant products (including perennial crops);

5.2.2. independent expert certificate on insurance of agricultural animals and animals bred for agricultural purposes;

5.2.3. independent expert certificate on aquaculture product insurance.

5.3. The validity period of the certificates specified in paragraph 5.2 of this Regulation is 5 (five) years.

5.4. A person who wishes to continue his activity as an independent expert shall pass the examination conducted by the Center in the last year of the validity of his/her certificate in order to obtain another certificate and shall obtain a new certificate. If an independent expert subsequently obtains the same type of certificate twice, the last certificate shall be issued indefinitely and the person shall not be required to take the examination to continue his/her activity in this type.

5.5. The certificate is drawn up in the form specified in Appendix No. 2 to this Regulation and is signed and stamped by an official of the Center.

*Appendix 1 to the
Regulation on conducting examinations of
independent experts engaged in agricultural
insurance activities*

**Specialties required to participate in the examination of independent experts engaged in
agricultural insurance activities***

<i>Stages and levels of education</i>	<i>Insurance of agricultural crops and plant products (including perennial crops)</i>	<i>Insurance of agricultural animals and animals bred for agricultural purposes</i>	<i>Insurance of aquaculture products</i>
1	2	3	4
Specialties in vocational education	<i>Grape grower Vegetable grower Fruit and vegetable grower Plant protection specialist Tobacco grower Yeast grower Rose grower Tea grower Essential oil plant specialist Rice grower Cotton grower Silkworm cocooner Gardener Greenhouse worker</i>	<i>Mechanist, electrician of livestock complexes and mechanized farms Operator of livestock complexes and mechanized farms Technician of artificial insemination of animals Mechanist and electrician of mechanized livestock farms and complexes Machine milking operator Operator of poultry factories and mechanized farms Beekeeper</i>	
Specialties in technical education	<i>Technology of winemaking and fermentation Technology of grain and grain products Organization of agricultural (farming) economy Agronomy Agrotourism</i>	<i>Milk and dairy products technology Veterinary Zootechnics</i>	<i>Aquatic bioresources and aquaculture Technology of fish and fish products</i>

	<i>Horticulture and vegetable growing</i> <i>Hydromelioration and soil protection</i> <i>Greenhouse farming</i> <i>Forestry and park</i> <i>Cotton growing</i> <i>Sericulture</i>		
<i>Bachelor's degree specialties in higher education</i>	<i>Biology</i> <i>Biotechnology</i> <i>Agricultural engineering</i> <i>Agronomy</i> <i>Horticulture and vegetable growing</i> <i>Plant protection</i> <i>Forestry</i> <i>Oenology</i> <i>Soil science and agrochemistry</i> <i>Geography</i> <i>Ecology</i> <i>Geology</i> <i>Food engineering</i>	<i>Veterinary</i> <i>Zootechnics</i>	<i>Fishing</i> <i>Aquatic bioresources and aquatic plants</i> <i>Biology</i>
<i>Master's degree specialties in higher education **</i>	<i>Biology</i> <i>Geography</i> <i>Hydrometeorology</i> <i>Geology</i> <i>Ecology</i> <i>Food engineering</i> <i>Soil science and agrochemistry</i> <i>Agronomy;</i> <i>Land structure, land and urban cadastre</i> <i>Agricultural engineering</i> <i>Forestry</i>	<i>Zootechnics</i> <i>Veterinary</i>	<i>Fishing and fisheries</i> <i>Aquatic bioresources and aquatic plants</i> <i>Biology</i>

* The Fund, in consultation with the Center, shall make a relevant decision on the compliance of the specialties (specializations) of graduates who graduated from higher and secondary specialized education institutions in previous years with the specialties (specializations) provided in this list.

** The specialties listed in this list include all specializations related to those specialties in the "Classification of specialties (specializations) at the master's level of higher education" approved by Resolution No. 95 of the Cabinet of Ministers of the Republic of Azerbaijan dated June 14, 2011.

*Appendix 2 to the
Regulation on conducting examinations of
independent experts engaged in agricultural
insurance activities*

**INDEPENDENT EXPERT CERTIFICATE FOR
AGRICULTURAL INSURANCE ACTIVITIES
No. 0000000**

_____ 20_____

(name of the institution issuing the independent expert certificate)

Type of independent expert certificate for agricultural insurance activities

This independent agricultural insurance expert certificate has been issued to

(person's first name, last name and patronymic)

Validity period of the independent expert certificate for agricultural insurance activities

Person responsible for approving independent agricultural insurance experts' certificates

(person's first name, last name and patronymic)

Title _____

Signature _____

L.S.