Approve
Minister of Health and Social Protection of Population of the Republic of Tajikistan
_____
«___»_____2021

Approve
Minister of Economic Development and Trade of the Republic of Tajikistan
_____Zavqizoda Z.A.
«___»_____2021

Regulation
of
activities of the Working Group on social protection
(Discussed in the meeting of the Working Group ------
dated from ----- --------)

1. General provisions

1.1. The Working Group on social protection (hereinafter referred to as the "Working Group") is being established under the Ministry of Health and Social Protection of Population of the Republic of Tajikistan (MHSPP RT) at the managerial and technical levels and is one of the interagency working groups functioning within the Secretariat of the National Development Council under the President of the Republic Tajikistan.

1.2. The Working Group is being established to ensure the integration of the process of coordinating the goals and objectives of the NDS-2030 and the SDGs on addressing the social protection issues in sectoral and local socio-economic development programs, the budget process, as well as establishing mutual coordination and cooperation between the government agencies, UN agencies, partners in development and other stakeholders working in this direction.

2. Main objectives and mandates of the Interagency Working Group

- introducing changes to the composition of the WG;
- participation in the WG meetings;
- preparation and submission of necessary materials for the WG meetings
- discussion of the existing problems and difficulties in the implementation of the NDS 2030, the MDP action matrix and SDG indicators related to social protection issues within the framework of activity of the Working Group;
- adopting decisions within the framework of the Working Group's activities;

- discussion of the progress in the implementation of the NDS 2030, the MDP and the SDGs;
- analysis of the progress in the implementation of activities in a particular area of each ministry and agency, including issues related to the NDS 2030, MDP, SDGs and sectoral programs;
- development of interim and final reports on the implementation of the NDS 2030, MDP and SDGs within the framework of the Working Group's activities;
- submission of interim and final reports to the leading agencies in accordance with the approved reporting format.

3. Main areas of the activity of the Working Group

The Working Group carries out activities in the following areas:

- coordination of the activities of the state bodies, UN agencies and all interested partners in addressing the issues related to social protection, as defined in the NDS-2030, the MDP, strategic documents, local and sectoral programs for the socio-economic development of the country;
- strengthening the mechanisms of the system of targeted social assistance;
- improving the quality of social services in the social protection system;
- establishment of an effective and optimal system of financing and management of the social protection system;
- support for institutional reforms in the pension system;
- development of the system of social protection of children and adolescents;
- development of a system of social protection for persons of working age;
- development of a system of social protection for persons of incapacitated age, in particular the elderly;
- strengthening the system of social protection of persons with disabilities;
- improving the mechanisms of non-financial support for vulnerable groups of the population.

4. Structure and status of the Working Group

4.1. The Working Group, established by the initiative of the Government of the Republic of Tajikistan, is a consultative and advisory body, whose activities are coordinated by the MHSPP RT and MEDT RT in accordance with this Regulation.

4.2. The Working Group carries out its activities to achieve the set goals and implement the main tasks on the basis of this Regulation and the decisions of the Working Group.

4.3. Members of the Working Group are representatives of the following involved state bodies:

• Ministry of Economic Development and Trade of the Republic of Tajikistan,
• Ministry of Finance of the Republic of Tajikistan,
• Ministry of Justice of the Republic of Tajikistan,
• Ministry of Labor, Migration and Employment of the Republic of Tajikistan,
• Ministry of Education and Science of the Republic of Tajikistan,
• Committee on Women and Family Affairs under the Government of the Republic of Tajikistan,
• Committee for Youth and Sports under the Government of the Republic of Tajikistan,
• Agency for Statistics under the President of the Republic of Tajikistan,
• National Academy of Sciences of the Republic of Tajikistan,
• Center for Strategic Researches under the President of the Republic of Tajikistan.

Partners in development:
• UNDP,
• UNICEF,
• WHO,
• UN Women

private sector, business associations and civil society:
-National Association of the Disabled of Tajikistan.

4.4. Members of the Working Group have the right to:

- participate in the meetings of the Working Group, take initiatives, make suggestions, comments and amendments in relation to the substance of the issues under discussion, propose experts for thematic and expert groups;
- take part in the preparation and implementation of the proposals adopted by the Working Group;
- receive and become familiar with all the information necessary for them to fulfill their duties as members of the Working Group;
- attend the meetings of the thematic and expert groups with a right to an advisory vote;
- freely express their opinion on any issue related to activities of the Working Group.

4.5. The members of the Working Group elect its Head and the Executive Secretariat of the Working Group in order to coordinate the activities of the Working Group, prepare and organize its meetings, coordinate activities for the

implementation of the decisions of the Working Group and other issues related to the subject of its activities.

4.6. The activities of the Working Group are carried out in the following forms:

- holding meetings of the Working Group;
- activities by members of the Working Group;
- work of thematic and expert groups;

4.7. The Working Group, as a rule, forms within itself the thematic and expert groups in the areas of activity of the Working group with the involvement of specialists with an advisory vote.

4.8. Issues to be considered by the thematic and expert groups and the rules of their work are approved at a meeting of the Working Group. Thematic and expert groups, as a rule, work on an ongoing basis and report on the documents developed, decisions made, etc. at the meetings of the Working Group.

5. Head of the Working Group

5.1. The Head of the Working Group is a representative of the Ministry of Health and Social Protection of Population of the Republic of Tajikistan. The Head of the Working Group (hereinafter referred to as "Head"), within the framework of the powers assigned to him by this Regulation, organizes the activities of the Working Group.

5.2. To achieve the goals and objectives of the Working Group, the Head of the Working Group performs the following functions:

- organizes, coordinates and directly manages the activities of the Working Group;
- organizes and conducts meetings of the Working Group with the participation of all interested parties;
- submits for consideration of the Working Group proposals on introducing amendments to the Regulation of the Working Group's activity, the draft work plan of the Working Group (changes to this plan), as well as proposes the agenda for the next meeting of the Working Group;
- informs the interested parties about the decisions of the meetings of the Working Group;
- requests and receives, in accordance with the established procedure, from the members of the Working Group the materials necessary to fulfill the goals and objectives of the Working Group;
- proposes for discussion issues related to the activities of the Working Group;
- takes measures to implement the decisions of the Working Group with the involvement of its members and other interested parties;

- performs other functions provided for by this Regulation and aimed at ensuring the performance of the functions of the Working Group;
- monitors the implementation of the decisions of the Working Group;
- creates subgroups for individual sectors, if necessary, and coordinates the work of thematic and expert groups;
- prepares and keeps minutes of the meetings of the Interagency Working Group of the Council;
- submits summarized reports of the Interagency Working Group to the Secretariat of the Council.

5.3. If the Head of the Working Group cannot participate in the next meeting, then the meeting of the Working Group is held by one of the members of the Working Group, a representative of the relevant ministry or agency, elected by the participants in the meeting of the Working Group, with him\her executing the relevant powers of the Head of the Working Group at this meeting.

6. Responsibilities of the Secretariat of the Working Group

6.1. The responsible secretariat of the Working Group performs the following functions:

- fulfills the instructions of the Head of the Working Group;
- on the basis of the proposals of the members of the Working Group, prepares the draft Work Plan of the Working Group (changes to the plan), submits it for consideration of the Head of the Working Group;
- provides organizational and technical support for the meetings of the Working Group, formalizes the decisions of the Working Group;
- ensures the preparation of materials for consideration at the meetings of the Working Group;
- keeps minutes of the meetings of the Working Group, reflecting the date, time and place of the meeting, the names, initials of the members of the working group and other persons present at the meeting, the decisions taken by the members of the Working Group and other issues considered at the meeting;
- notifies the members of the Working Group no later than three days before the meeting on the date, place and time of the upcoming meeting and its agenda;
- ensures distribution of necessary documents, decisions of the Working Group and other materials to the members of the Working Group;
- assists in organizing the activities of the thematic and expert groups;
- ensures monitoring of the implementation of the adopted decisions and reports on the status of their implementation at the meetings of the Working Group.

7. Meetings of the Working Group

7.1. The Working Group, within its competence, considers the issues:

- at the suggestion of members of the Working Group, government agencies, partners in development, the private sector, business associations, civil society organizations;
- submitted, at the initiative of the Minister of Economic Development and Trade and/or its structural subdivisions.

7.2. Listens to the results of the work of thematic and expert groups and makes proposals for further consideration of the issues.
7.3. Proposals submitted for consideration of the Working Group must be in writing and justified.
7.4. Persons whose proposals are considered at the meeting, or persons whose interests are affected when considering issues, may be invited to the meetings of the Working Group.
7.5. Meetings of the Working Group are held as needed, but at least twice a year.
7.6. The meeting is considered held in the presence of at least half of the total number of members of the Working Group.

8. Adoption of decisions by the Working Group

8.1. Each member of the Working Group has one vote.
8.2. The decision of the Working Group is taken by open voting by a simple majority of votes. The opinion of the Head of the Working Group in case of equality of votes of the members of the Working Group is decisive.
8.3. Members of the Working Group, as well as persons involved in the meetings of the Working Group, who do not agree with the decision taken, have the right to draw up and attach a dissenting opinion to the decision.
8.4. The decisions of the Working Group include recommendations and assignments obligatory to accomplish for all its members.
8.5. The decision of the Working Group is formalized in writing (in the form of minutes) and signed by its Head.

9. Final provisions

9.1. To perform functions in accordance with this Regulation, the Working Group has the right to request from the members of the Working Group, third parties the information necessary for a complete, comprehensive and objective study of the issues within the competence of the Working Group.
9.2. The working group has the right to involve experts for a complete and comprehensive study of the issues under consideration.
9.3. The results of the Working Group's activities are posted on the official website of the Ministry of Economic Development and Trade and, if necessary, provided to the media.