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**In this issue:**

1. The resolution of the Cabinet of Ministers on rules of implementation of the mediation process.
2. The resolution of the Cabinet of Ministers on rules of training of mediators and improvement of professional skills.
3. The resolution of the Cabinet of Ministers on registry of mediation.
4. The resolution of the Cabinet of Ministers on the approval of the instructions concerning the content of the medicine chest and fire extinguisher.
5. The resolution of the Cabinet of Ministers on the approval of the template form of the work internship contract.
6. The resolution of the Cabinet of the Ministers on the rules on entering information about new and vacant job position into the electronic informational system.
7. The resolution of the Cabinet of Ministers on the obtaining, entering into the registry and use of information of the employee.
8. The resolution of the Cabinet of Ministers on standards of employment of disabled persons.
9. The Resolution of the Cabinet of Ministers on the "Rules of implementation of state

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1. According to the "Rules on Implementation of the mediation process", the Parties have the following rights:

- to choose mediator or mediation organization and to reject them;
- to participate in the mediation process in person or by the representative on the basis of PoA;
- to be informed about mediation process and its possible consequences;
- to define freely all the terms of application, implementation and completion of mediation on the basis of mutual agreement in accordance with the Law;
- to use material and procedural rights on their discretion;
- to increase or decrease the scope of their claims;
- to make suggestions about resolution of the dispute;
- to make amendments and additions to the "Agreement of application of the mediation process" based on mutual consent of the parties;
- to hold meetings separately;
- to implement other rights defined by the Law;

The Parties have the following obligations:

- to ensure the execution of settlement agreement;
- to keep confidentiality of mediation process;
- to follow the terms of "Agreement on application of the mediation process", these Rules and the Law.
- to perform other obligations defined by Law;

Stages of the mediation process are the following:

- Preparation for the mediation process (Appropriate forms of application are determined by mediator or mediation organization);
- Commencement of the mediation process (Mediator explains rules, advantages, rights and obligations of the parties, stages and duration of process and legal consequences of settlement agreement as well in a detailed way);
- disclosure of essence of dispute by the Parties (Mediator

monitoring of the disabled persons' rights.

- takes notes and asks questions in case of necessity);
- separate negotiation with Parties (In this case, confidentiality shall be kept);
- preparation of suggestions to solve disputes (Suggestions are evaluated by the Parties and their representatives);
- finalizing of the mediation process (Settlement agreement is presented to the Parties from the date of signing and to the relevant body within 1 (one) day from the date of signing);
- termination of the mediation process;
- execution of the settlement agreement;

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2. According to the Rules on "Training of mediators and improvement of professional skills", tuition can be carried out by the following individuals:

- Mediator who conducted at least 10 mediation processes within last 2 (two) years;
- Trainers with at least 2 (two) years of teaching experience in the last 6 (six) years or at least 2 mediation trainings in international projects over the past 3 (three) years;
- Trainers with relevant certificates on training of mediation organized by international mediation bodies;

The training program of the mediation consists of lectures, practical trainings and staged mediation games.

Individuals, in turn, who have applied for training and presented appropriate documents shall be informed at least 10 (ten) days prior to the commencement.

After 5 working days from the date of completion of trainings, the mediators shall take the exam. The exam shall be held by the commission, consisting of Council of Mediation (hereinafter "Council"), representative of training organization and an independent expert.

Those, who successfully pass the exam, shall receive the Certificate approved by the Council.

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3. According to the Rules on "Registry of mediation", mediators, mediation organizations and mediation training bodies shall be registered by the Council within 5 working days from the date of the acceptance to the membership in the Council. The Mediation registry shall be open. The mediation registry shall be posted on the webpage of the Council and information shall be always updated. The mediation registry shall be paper-based or in electronic media. In case of discrepancy between paper-based and electronic media, paper-based one prevails.

Data, indicated below is included in the registry of the mediators:

- Mediator's name, last name, father's name, nationality and

- place of residence;
- Information on certificate confirming preliminary training of mediator;
- Information on certificate confirming qualification course of mediator;
- Information on suspension of right to conduct mediation activity or exclusion from membership of the Council of Mediation;
- Information on disciplinary measures against the mediator;
- The identification number of the taxpayer;
- Period of mediation activity;
- Information regarding recognition of work experience or certificate obtained abroad;
- Contact details (phone number, email);

Data, indicated below is included in the registry of mediation organizations:

- Name, address of the organization;
- Organizational legal form of the organization;
- The identification number of the taxpayer (for commercial organizations and legal entities), registry number of non-commercial organizations;
- Period of mediation activity;
- Location and organizational legal form of the organization(s) inside and outside of the Republic of Azerbaijan;
- Information regarding suspension of right to conduct the mediation activity or exclusion from membership of the Council of Mediation;
- Name, last name, father name, contact details of the representative(s) of the organization.

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4. According to the Resolution of the Cabinet of Ministers dated September 09, 2019 on the approval of the instructions concerning the content of the medicine chest and fire extinguisher, the drivers shall be obliged to provide the medicine chest in the transportations which are under their control. The medicine chest shall contain medical supplies and the instructions regarding the first aid.

The requirements concerning the medicine chest:

- the old drugs shall be renewed;
- the drugs shall be kept in places which shall not damage them.

The fire extinguisher shall not be placed in the baggage of the vehicles, vice versa it shall be kept in places from where the driver may easily take the extinguisher.

The requirements concerning the fire extinguisher:

- it shall pass the vibration test
- it shall have the quality certifications and instruction of using it.
- the name of the producer, date of issue and expiry date shall be written on the extinguisher.



5. The Resolution of the Cabinet of Ministers dated September 16, 2019 on the approval of the template form of the work internship contract, seeks to create conditions for intern to adopt the practice area of the vocational training. The assessment of knowledge, capability of the intern shall be realized by the representatives of the employer and the vocational training institution. In the end, the intern shall receive the reference on the internship signed by the employer and the vocational training institution. However, after internship, the employer is not obliged to provide the intern with the work.

In case of hiring the intern, the contract shall be concluded by the employer and the intern/worker without probation. The monthly wage of an employee who has performed his duties and completed his work quota during the monthly work period shall be no less than the monthly minimum salary set by the State.



6. According to the resolution on the approval of the rules on entering information about new and vacant job position into the electronic informational system, the employer shall place information within 5 working days about vacant job position into the Electronic portal or into the Vacancy Bank formed in the Employment subsystem (hereinafter "ESS) by using social portals of the Ministry of Labor and Social Protection of Population of the Republic of Azerbaijan (hereinafter "the Ministry").

In addition, after receiving labor contract notifications and information from the Vacancy Bank, ESS creates the table on the full-time position. In case of the cancellation of the vacant places by the employers, the latter shall be obliged to inform the Ministry about that.

Moreover, in accordance with the Code of Administrative Offences of the Republic of Azerbaijan, if the employer fails to inform the Ministry about the vacant job position within 5 working days, they may be subject to the penalty in amount of 500-1000 AZN.



7. The obtaining, entering into the registry and use of information of the employee shall be provided by the Ministry of Labor and Social protection.

The Registry shall be realized in Azeri language and in unified form, method and principles. The use of information in the

registry shall be possible after sending reasonable request by the state or municipal bodies, scientific enterprise, and other legal and natural persons to the Ministry. Natural persons may obtain information only about themselves. The rejection to give information shall be given to the person within 5 working days.

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8. According to Article 22.3 of the Law of the Republic of Azerbaijan "On the Rights of Disabled persons" the disabled persons referred by the Ministry of Labor and Social Protection of Population and accepted by the employers shall be provided with jobs in respect of Individual Rehabilitation Program and Standards.

In case of existence of factors of production which are not shown in these Standards, the disabled persons shall be permitted to work after resolving it as a separate case by the Medical-social expert commission.

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9. The purpose of state monitoring of the disabled persons' rights is to study the current situation of implementation of public policy in this area, to identify deficiencies and measures to be taken to implement the public policy.

The state monitoring services shall be realized by the Ministry of Labor and Social Protection of the Population of the Republic of Azerbaijan (hereinafter "the Ministry"). The Ministry realizes it through the State Medical-social expertise and Rehabilitation Service and the Sustainable and Operative Social Provision (DOST Agency).

The cutting edge step in the monitoring of the disabled persons' rights is creation of the commission consisting of the co-workers of the Ministry. If it is necessary, the representatives of non-governmental organizations, experts shall also be involved in the monitoring of the rights.

Accessibility (compliance with the characteristics of persons with disabilities of work, education, health and other social environments, public, transport and commercial infrastructure);

Inclusivity (ensuring accessibility for persons with disabilities to ensure a decent standard of living in their place of residence, irrespective of the type, form and degree of disability);

Discrimination (denial of any disability, exclusion or limitation of disability, including refusal of reasonable adaptation to achieve accessibility);

Reasonable adaptation (making necessary and possible adaptations and adjustments to ensure that persons with disabilities enjoy the same basic human rights as others);

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