

S T A T U T E  
OF THE PUBLIC RELATIONS DEPARTMENT  
OF THE STATE OIL FUND OF THE REPUBLIC OF AZERBAIJAN

1. GENERAL PROVISIONS

- 1.1. The Public Relations Department (the Department hereafter) is a structural unit of the State Oil Fund of the Republic of Azerbaijan (the Fund hereafter).
- 1.2. The Department is guided by the Constitution of the Republic of Azerbaijan, the laws of the Republic of Azerbaijan, the decrees and orders of the President of the Republic of Azerbaijan, the “Statute of the State Oil Fund of the Republic of Azerbaijan”, the decrees and orders of the Fund, as well as this Statute in its activities.
- 1.3. The Department operates in collaboration with other structural units of the Fund in fulfilling the functions identified by this Statute.

2. THE MAIN OBJECTIVE OF THE ACTIVITIES OF THE DEPARTMENT

The main objective of the activities of the Department is to ensure creation and protection of a positive image of the Fund in the public by organizing and developing internal and external communications of the Fund.

3. THE FUNCTIONS OF THE DEPARTMENT

The Department has the following functions:

- 3.1. To organize systematic external communications arising from the targeted goals of the Fund.
- 3.2. To organize internal communications of the Fund.

4. THE RESPONSIBILITIES OF THE DEPARTMENT

Department carries out the following responsibilities for the sake of performing functions established by this Regulation:

- 4.1. To ensure the implementation of public relations of the Fund in accordance with Information Policy approved by the Executive Director of the Fund;
- 4.2. To follow innovations in the field of public relations and apply appropriate innovations in its activities;
- 4.3. To establish relationships with mass media, as well as other representatives of the public;
- 4.4. To maintain constant flow of information to the public about the Fund;
- 4.5. To respond to the incoming queries and letters based on information provided by relevant structural divisions;
- 4.6. To prepare press releases, announcements and statements based on the information provided by relevant structural divisions;
- 4.7. To provide subscriptions to local and international mass media;

- 4.8. To carry out media monitoring of the news about the Fund and prepare monthly and annual reports on its results;
- 4.9. To organize seminars and competitions for the representatives of mass media on topics related to the activities of the Fund;
- 4.10. To organize interviews and provide articles for mass media;
- 4.11. To participate in the creation, design and content management of the website of the Fund, and constantly control updates and functionality of the website;
- 4.12. To manage the pages of the Fund in social networks, to place information about the Fund in different information portals (Wikipedia, Azerbaijan.az etc.) and conduct relevant monitoring;
- 4.13. To organize or to participate in the organization of seminars, contests for the employees of the Fund;
- 4.14. To provide the employees of the Fund with relevant information using existing means;
- 4.15. To prepare corporate publications for the employees of the Fund;
- 4.16. To prepare or participate in the preparation of reports, books, brochures, journals and other information carriers;
- 4.17. To participate in the preparation of corporate gifts related to the Fund;
- 4.18. To organize preparation of the annual report of the Fund, as well as its print and design works;
- 4.19. To found the museum of the Fund and prepare or participate in the preparation of exhibits;
- 4.20. To organize or to participate in the organization of different events related to the Fund (conference, meeting, seminar, press conference, etc.).
- 4.21. To prepare and implement the execution of documents related to the activities of the Department;
- 4.22. To organize the library of the Fund;
- 4.23. To prepare other reports and documents based on the directives of the Executive Director of the Fund;
- 4.24. To operate in collaboration with other structural units of the Fund.

## 5. ORGANIZATION OF THE OPERATIONAL PROCESS OF THE DEPARTMENT

- 5.1. The organizational structure and the number of employees of the Department are determined by the Executive Director of the Fund.
- 5.2. The operations of the Department are overseen by the Director of the Department the Press Secretary. The Director of the Department is appointed and dismissed from his/her position by the Executive Director of the Fund. The Director of the Department bears personal responsibility for the accomplishment of the responsibilities assigned to the Department.
- 5.3. The Director of the Department:
  - 5.3.1. Allocates work the employees under his supervision, coordinates their activities and monitors the execution of duties and oversees employee discipline in the workplace.
  - 5.3.2. Informs the management of the Fund on important issues about the activities of the Department;
  - 5.3.3. Provides the management of the Fund with proposals regarding the enforcement of appropriate incentives and disciplinary measures for the employees of the Department.
  - 5.3.4. Ensures the review of incoming letters, requests, complaints and proposals in accordance with the legislation.
  - 5.3.5. Ensures the execution of the clerical work of the Department.

- 5.3.6. Represents the Department.
- 5.3.7. Executes the Fund's press secretary functions.
- 5.3.8. Represents the Fund in different events.
- 5.4. In the case of absence of the Department Director, his/her duties are delegated to one of the employees within the Department.
- 5.5. The employees of the Department are appointed and dismissed from their positions by the Executive director.