

“I CONFIRM”

**Chairman of the Management Board – Director
General of “NMMC” JSC**

_____ **Q.S. Sanaqulov**

“ 6 ” December, 2022 year

Measures to effectively organize the implementation of the Decree of the President of the Republic of Uzbekistan No. UF-154 dated June 14, 2022 “On measures to increase the level of openness of the activities of state bodies and organizations and introduce a system for assessing them” at NMMC JSC

ACTION PLAN

T/p	Content of the assignment	Implementation mechanism	Term	Responsible Executors*
I. Effectiveness of staff responsible for ensuring openness increase.				
1.	Holding press conferences, briefings, press tours, presentations and other events.	Hold more than 6 events per year. Ensure the participation of top management and directors in these events.	Throughout the year	H. Raupov, A. Zhuraev, Deputy directors, relevant officials
2.	Conducting online broadcasts on social networks.	Conducting more than 6 online broadcasts per year.	Throughout the year	H. Raupov, B.Abdullaev
3.	Increase delivery and coverage of information.	Information about the “NMMC” JSC's activities in the form of infographics, photos, videos, text on radio, television, newspapers, the official website of the “NMMC” JSC and pages on social networks.	Permanent	H. Raupov, A. Zhuraev, B.Abdullaev

4.	To cover news and issues related to the activities of the «NMMC» JSC.	To provide official response to issues related to the activities of the community and materials reported on the community.	Permanent	H. Raupov, A. Zhuraev, B.Abdullaev
5.	Publish information about events and respond promptly to critical information.	Publication of information on the events held within 1 hour after the event ends. The Director of Public Relations must provide an official response in video or text form within 5 hours of the publication of the critical material.	At the end of each event Where information is available	H. Raupov, A. Zhuraev, B.Abdullaev
6.	Publication of materials in foreign mass media.	Publishing materials in foreign media about the activities of “NMMC” JSC.	Every year	H. Raupov, concerned authorities
II. Improving the status of posting information on the official website of “NMMC” JSC.				
7.	Effectively establish a feedback system on the official website of the community.	Establishing a separate page for answers to frequently asked questions by citizens, publishing justified and timely answers to them on the basis of legal documents.	Every month	Sh.Idiev, H. Raupov, B.Davlatov, concerned authorities
8.	Publication of regulatory legal documents related to the organization's activities.	Posting on the official website normative legal documents related to the activities of the “NMMC” JSC (determining its legal status, including the organizational structure, tasks and functions of its constituent units and departmental organizations).	Within seven days from the date of receipt of the document	T. Demura, H. Raupov
9.	Publication of internal departmental documents (open data).	Publication of internal departmental documents regulating the activities of employees, with the exception of documents related to the company's trade and production.	Within a day of receipt of the document	L. Bobakulova, H. Raupov

10.	Publication of information on programs approved by the President of the Republic of Uzbekistan and the Government in the field of activities of state bodies and organizations and their implementation.	Posting on the official website information on the programs approved by the President and the Government of the Republic of Uzbekistan regarding the activities of “NMMC” JSC JSC and their implementation.	Every month	Deputy directors, field directors, N. Dzhulibekov H. Raupov, S. Radjabov, concerned authorities
11.	Publish information about public events in advance.	Publish information about planned public events (meetings, gatherings, meetings, press conferences, seminars and briefings, roundtable discussions, official visits) on the official website.	1 day before scheduled events	H. Raupov, concerned authorities
12.	Publication of information on vacancies and management rotation.	Publish information about job vacancies, executive rotation, terms of employment, candidate requirements and documents to be submitted.	15th of every month	O. Rakhmatov
13.	Publication of information on the drafts of the developed normative legal documents.	Publishing information (project passport data) on the development and interdepartmental agreement of draft regulatory legal acts developed by the “NMMC” JSC, as well as links to electronic systems (portals, platforms) where they are discussed, along with their drafts.	In cases where the draft document is developed	T. Demura, H. Raupov
14.	Publication of information on coordinating and advisory bodies.	Full publication of information on the established coordinating and advisory bodies (commissions, councils, committees, etc.).	If a change is made, within a week	S. Miryakubov, S. Murtazaev
15.	Publication of information about the «NMMC» JSC and its constituent units.	Publish information about the schematic representation of the “NMMC” JSC and its constituent units, including the description of their tasks and functions, the surname, first name and	If a change is made, within a week	B. Tursunov O. Rakhmatov

		patronymic of their leaders, as well as contact information (phone number, postal address, e-mail address, etc.).		
16.	Placing links to the website of organizations under departmental control.	Placing links on the official website of the “NMMC” JSC to the website of organizations under departmental subordination.	December 30, 2022	B.Davlatov, H. Raupov
17.	Publication of information on the procedure for handling applications from individuals and legal entities.	Publication of information on the procedure for handling appeals from individuals and legal entities (head office hours, telephone numbers of structural units for handling appeals, address details (postal address, e-mail address, etc.), information service, hotline numbers, entrances, parking lots, public transport numbers, and methods for receiving response letters.	5th of the month following each quarter	Sh.Idiev
18.	Publish the summary results of appeals.	Publishing summarized information on the results of consideration of applications in real time (applications that have been considered in general, satisfied, explained, rejected, forwarded as appropriate, declared anonymous, and under consideration).	5th of the month following each quarter	Sh.Idiev
19.	Availability of links to other official websites and Government portal.	Create links to at least ten websites on the Internet and the Government Portal of the Republic of Uzbekistan.	January 15 every year	B.Davlatov, H. Raupov
20.	Posting information about the staff responsible for the press service and the website.	Enter contact information (F.I.Sh., phone, postal and e-mail addresses) of the employee responsible	Within a week if the change is made	H. Raupov, B.Davlatov

		for posting and updating information on the press service and the official website.		
21.	Creating a mobile version of the official website.	Creating a website version with a simplified design or pages adapted for mobile devices.	December 30, 2022	B.Davlatov, H. Raupov
22.	Creating opportunities to learn new information interactively.	Create the ability to subscribe to news and updates on the website, including through popular formats for delivering updates and news (SMS or PUSH notifications).	April 1 , 2023	B.Davlatov
23.	Introduction of public opinion research tools.	Introducing public opinion research tools (online polls, blogs, forums, online chat) in order to discuss issues related to the “NMMC” JSC's activities, and publish reports on their results.	February 20 every year	H. Raupov, B.Davlatov, A. Zhuraev
24.	Improving the accessibility of the website for people with disabilities.	Introduction of services designed to enable people with disabilities to use the official website (the ability to provide audio-accompanied text on the website, text or sign translation of audio and video materials).	At the time the information is being posted	B.Davlatov
25.	Improving the usability of the website for visually impaired people.	Facilitating the use of the website for people with reduced vision (supporting people with impaired vision, using color settings that allow you to change the default colors to the colors that a particular user sees, scaling of fonts and interface elements).	February 20, 2023	B.Davlatov
26.	Compliance with the procedure for displaying the date of information.	Adherence to the procedure for displaying the date of all information and data posted on the official website of the «NMMC» JSC.	Permanent	B.Davlatov, H. Raupov

27.	Organization of "Online consultant" service.	you to post information on the activities of the company, as well as on the official website, and receive answers in real time .	Permanent	Sh.Idiev, B.Davlatov
III. Publication of socially significant information in information resources established by law and establishment of a system of public accountability.				
28.	Publication of reports and indicators on the activities of the «NMMC» JSC.	Issuing the report according to the international standard of financial reporting.	Within fifteen days from the date of receipt of the report	A. Shaymardanov, A. Fadeev
		Public performance indicators.	March 1st every year	A. Shaymardanov, Z. Novikova, U.Kostaev
29.	Publication of information on the discussion of reports.	Announcement of information on the place and time of discussion of reports with the participation of the general public.	Every year on March 10	H. Raupov, concerned authorities
30.	Discuss reports.	Discussion of the reports with the participation of the general public.	April 1 every year	H. Raupov, concerned authorities
31.	Publication of information on report (committee) meetings.	Publishing video recordings and minutes of reporting (committee) meetings held throughout the year.	Permanent	S. Miryakubov, S. Murtazaev
32.	Disclosure of information on expenses of officials.	Publication of information on the expenses of officials on business trips and hosting guests from abroad (purpose of business trip or visit, type, source of financing, per diem, transportation and accommodation expenses).	5th of the month following each quarter	Z. Novikova

33.	Publication of information about motor vehicles.	Public announcement of information about service motor vehicles (number, model, registration number, year of manufacture, time and value of the vehicle on the balance sheet, storage costs, distance traveled during the reporting period).	5th of the month following each quarter	R. Ergashev
34.	Publication of real estate information.	Public disclosure of information on real estate assets (number, location, state-registered cadastral number, balance sheet date, value, revalued price, and storage costs).	February 15 every year	M. Zhabborov, Z. Novikova
35.	Disclosure of business plan information.	Along with the approved business plan, publicly disclose information on its implementation, including costs for construction, reconstruction and major repairs of facilities, and the purchase and maintenance of motor vehicles.	Within seven days from the date of receipt of the business plan. The 15th day of the month following each quarter in execution	U.Kostaev, M. Alkarov, S. Rustamov, R. Ergashev
36.	Publication of information about the Innovation Support Fund.	Publication of information on the income and expenses of the fund for the support of innovative activities.	5th of the month following each quarter	K.U. Gafurov
37.	Publication of information on public procurement.	Publish information on each completed public procurement (auction, e-shop, selection of the best offer, tender and direct procurement) (lot number, type of procurement, quantity, source of financing, supplier name and STIR number, starting procurement price, purchase price, contract	5th of the month following each quarter	S. Rustamov

		number and date, delivery date, basis for direct procurement).		
38.	Publication of information on the composition of the procurement commission.	Information on the composition of procurement commissions established within the framework of state procurements and investment projects and for the issuance of documents of a permitting nature (decision on approval of the composition of the procurement commission, information on the members of the procurement commission, including surname, name and patronymic, place of work and position held) announcement.	December 30, 2022 (within a week if the change is made)	S. Rustamov
39.	Publication of information on the procedures for the implementation of public procurement .	Publication of an internal departmental document establishing the procedures for conducting public procurement and information about the members of the commission for considering complaints on public procurement (decision on approval of the composition of the commission, information about the members of the procurement commission, including their last name, first name and patronymic, place of work and position held).	December 30, 2022 (within a week if the change is made)	S. Rustamov
40.	Publication of information on proposals developed for improving the field of openness.	Develop and publicly announce at least 3 proposals annually to improve or expand the scope of public activities in the field of openness.	Every year	H. Raupov, A.Soliev
41.	Publication of information on the self-assessment procedure	At the end of each year, introduce a system for assessing the effectiveness and efficiency of work carried out in the field of ensuring transparency in	Every year	H. Raupov, A.Soliev

		the structural divisions of the «NMMC» JSC, and publicly publish final reports.		
42.	Publication of information on the procedure for handling complaints in the field of openness.	Develop mechanisms (procedures) for complaining about violations of legislative requirements on ensuring transparency and publish information about this (the appointment of a person responsible for considering complaints of this category, separate communication channels).	Permanent (within a week if the change is made)	Sh.Idiev, H. Raupov, A.Soliev
43.	Publication of information on legislative acts adopted in the field of transparency.	Publishing translations of laws and bylaws in the field of transparency, including internal departmental documents, into other languages (Russian and English).	Within 15 days after receipt of documents	T. Demura, L. Bobakulova, H. Raupov, A.Soliev
44.	Establishing an online survey block to ensure openness.	Conducting an online survey on the issues of public interest in the activities of the «NMMC» JSC, including the actions taken to ensure openness.	Once every six months	H. Raupov, B.Davlatov
45.	Introduction of open data set passporting procedure.	Passport information that allows uniform identification of a collection of socially important data (on the official website) (name of the collection, identification number, content, owner, F.I.Sh. of the person responsible for the collection, phone number and e-mail, public information of the collection to post on the portal based on address, format, posting date, last updated date, periodic update period and keywords).	Permanent	B.Davlatov, H. Raupov

46.	Implementation of an open data collection and feedback performance evaluation system.	the ability to evaluate the relevance of each open data collection (automatic evaluation of the collection, sending requests, receiving suggestions for increasing the relevance, leaving comments in text form, and the number of users who have viewed and downloaded the collection).	Permanent	B.Davlatov , H. Raupov
IV. Posting on the official website information on ensuring the transparency of the budget process.				
47.	Publication of information on the implementation of projects implemented at the expense of capital investments.	Full publication of information on the execution of projects implemented at the expense of capital investments in the prescribed form and period.	10th of the month following each quarter	F. Bahronov M. Alkarov
48.	Publication of information on public procurement.	Full publication of information on the selection of the best offer (tenders) and the implementation of public procurements in the established form and within the established time frame.	10th of the month following each quarter	S. Rustamov
49.	Publication of information on the purchase of fixed assets.	Selection of the best bid for the purchase of fixed assets (tenders) and full publication of information on completed public procurements in the established form and within the established time frame.	10th of the month following each quarter	S. Rustamov, Z. Novikova
50.	Publishing information on the purchase of low-cost and perishable goods.	Complete publication of information on the competitions (tenders) held for the purchase of low-value and perishable goods and the state procurements carried out in the prescribed form and time.	10th of the month following each quarter	S. Rustamov, Z. Novikova

51.	Publication of information on construction, reconstruction and repair works.	Full publication of information on construction, reconstruction and repair works (tenders) in the prescribed form and time.	10th of the month following each quarter	S. Rustamov, M. Alkarov
V. Introduction of mass communication technologies.				
52.	Organization of feedback.	Organizing reconnection through "hotlines" (Call centers).	2022 December 20	Sh.Idiev, B.Davlatov
53.	Organization of interactive methods of application.	Create the opportunity to submit an application directly through the website or its mobile version, monitor the review process in real time, receive a response based on the person's identification data, and provide feedback and evaluation of the review results.	2023 May 1	B.Davlatov, Sh.Idiev
54.	Establish a system for communicating with users through a communication network.	Implementation of special software and its mobile application for communicating with users via the communication network.	2023 May 1	B.Davlatov, H. Raupov, Sh.Idiev
55.	Establish a system of direct communication with the leader.	Establish a system for communicating and submitting complaints to the manager personally.	2023 May 1	Sh.Idiev, B.Davlatov
VI. Use the principles of transparency in early detection and prevention of corruption.				
56.	Public announcement of internal departmental documents on early detection of corruption cases and their prevention.	Publish departmental documents on the early detection and prevention of corruption (anti-corruption policy, regulations on managing conflicts of interest, rules of conduct, methodology for monitoring and controlling the effectiveness of the fight against corruption, instructions for	Within a week when the document is received	A.Soliev, H. Raupov

		checking counterparties, regulations on conducting public procurement, methodology for early detection and assessment of corruption risks, regulations for receiving, considering and processing messages received through communication channels to provide information about corrupt actions, regulations for the formation and submission of reports in the field).		
57.	Publish information about specific communication channels for reporting corruption.	Publishing information about separate communication channels (hotline, email and other electronic addresses, Telegram bot, platform or other special software) intended for reporting corruption cases.	February 1 , 2023	A.Soliev, H. Raupov, B.Davlatov
58.	Introduce a system to prevent corruption in the selection and placement of personnel.	Create a system for publishing recruitment information on the official website and broadcasting the selection process for vacant positions live (online).	April 1 , 2023	O.Rakhmatov, A.Soliev, H. Raupov, structural department heads
59.	Publication of documents defining a zero-tolerance attitude towards corruption.	Inclusion of anti-corruption clauses in employment documents (labor or collective agreement). Publish internal departmental documents that provide incentives and guarantees of non-retaliation for employees who report corruption.	2023 February 1 2023 February 1	O. Rakhmatov, A.Soliev A.Soliev
60.	Introduce a system of public accountability for conflicts of interest.	Publish information (reports, information, etc.) on the results of the internal departmental	10th of the month following each	A.Soliev

		investigation, the decision made, and the measures taken to prevent each identified conflict of interest.	quarter	
61.	Identify corruption risks, take measures to prevent them, and establish a system of accountability for their results.	Publication of measures taken to identify corruption risks (analysis and public surveys, including the results of an online survey, reports (information) on measures taken to identify and minimize corruption risks, results of anti-corruption expertise of internal departmental documents).	10th of the month following each quarter	A.Soliev
62.	Publish information on measures aimed at increasing employees' awareness of internal anti-corruption procedures and their knowledge and skills in the field.	Training and retraining of employees in combating corruption, including the introduction of a system for improving the knowledge and skills of newly hired employees in combating corruption, publication of developed special training programs, manuals, and other documents.	January 20 , 2023	A.Soliev, O.Rakhmatov, H. Raupov
63.	Announcing press events (press conferences, briefings, seminars, trainings, roundtables, presentations, discussions and other events) with the participation of the general public and mass media .	Publishing in infographic and video format.	10th of the month following each quarter	H. Raupov
64.	Publication of prepared propaganda materials (slides, videos, lectures, articles, booklets, brochures, etc.) on the formation of an uncompromising attitude towards corruption.	Publishing in the form of slides, reels, booklets and brochures.	10th of the month following each quarter	A.Soliev, H. Raupov

VII. Improving the efficiency of the Public Council's activities				
65.	Fulfillment of the established requirements for the formation of the composition of the public council.	Compliance with the requirements for the formation of the Public Council (at least 50% of the composition must be composed of representatives of non-governmental non-profit organizations and a decision of the head of the state body containing information on the agreement with the Public Chamber, the number of members must not be less than 15, and the establishment of working (expert) groups) and public disclosure of information (documents) about this.	January 20 , 2023 .	H. Raupov I. Rakhmatov, A.Soliev
66.	Development of the organizational and legal basis of the public council and publication in the prescribed manner.	Announcing the approved charter of the Community Council, the annual action plan for the planned tasks, and the schedule of meetings expected to be held based on the approved plan .	February 15 , 2023	Chairman of the Public Council, H. Raupov, T. Demura, A.Soliev
67.	Ensuring the participation of the public council in ensuring openness, fighting corruption and improving the activities of the state body.	Regularly publish analytical information on the measures taken by the Council to ensure openness, combat corruption, and improve the activities of state bodies (ensure openness, transparency, and public accountability, hear reports on the implementation of tasks assigned under state programs and other documents, study the experience of analogous bodies in foreign countries, and develop proposals for improving internal documents and activities).	10th of the month following each quarter	Chairman of the Public Council, H. Raupov, A.Soliev

68.	Post information about the public council on the official website.	Create a separate page dedicated to the Public Council and publish information about the council's activities (public council meetings and agenda items, list of approved members, phone numbers, postal and email addresses, official pages on social messengers, periodic reports of the head of a state body, and coverage of articles and speeches published in the media about the council's activities).	Every quarter	H. Raupov
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**Responsible executors identified in the action plan must submit the information, confirmed by the manager's signature, in electronic format via the Lotus program to Farruh Farhodovich Norkulov/NGMK/UZ@NGMKra on time.*