



On approval of the Rules for development and assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital

Invalidated Unofficial translation

Decree of the Government of the Republic of Kazakhstan dated December 25, 2015 No . 1068. Abolished by the Decree of the Government of the Republic of Kazakhstan dated April 13, 2023 No. 297

Unofficial translation

Footnote. Abolished by the Decree of the Government of the Republic of Kazakhstan dated April 13, 2023 No. 297

In accordance with paragraph 6 of Article 62 of the Budget Code of the Republic of Kazakhstan dated December 4, 2008, the Government of the Republic of Kazakhstan **RESOLVES:**

1. To approve the attached Rules for development and assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital.

2. This resolution shall come into effect from the day of its signing.

*Prime-Minister
of the Republic of Kazakhstan*

K. Massimov
Approved by Resolution of the
Government of the
Republic of Kazakhstan
No. 1068
dated December 25, 2015

The Rules for development and assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital

Footnote. The Rules as amended by Resolution of the Government of the Republic of Kazakhstan No. 475 dated 30.07.2018.

Chapter 1. General provisions

1. These Rules for development and assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local

executive body of the region, the city of republican significance, the capital (hereinafter referred to as the Rules) have been developed in accordance with paragraph 6 of Article 62 of the Budget Code of the Republic of Kazakhstan dated December 4, 2008 and shall determine the procedure for developing and assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital.

2. These Rules have been developed to provide a unified approach to development and assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital (hereinafter referred to as the Memorandum)

3. The memorandum is being developed to implement the Strategic Plan for the Development of the Republic of Kazakhstan, the Forecast Scheme for the spatial development of the country and contains key target indicators, the achievement (fulfillment) of which the first head of the state body, akim of the region, city of republican significance, the capital shall undertake to ensure during the planning period

4. Key target indicators shall be the main indicators that focus on improving citizen satisfaction and reflect positive changes in social and economical development.

Chapter 2. The procedure for development of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital

5. The memorandum is developed by state bodies that are part of the Government of the Republic of Kazakhstan, local executive bodies of regions, a city of republican significance, the capital (hereinafter referred to as the State bodies and Local executive bodies).

6. State bodies shall annually develop draft of memorandums for the next financial year until November 1 of the current financial year and shall send them for approval to the authorized body for state planning.

The authorized body for state planning shall consider draft memorandums of state bodies for compliance with documents of the first and second levels of the State Planning System within seven working days from the day they are received.

Draft memorandums of state bodies with letters of approval of the authorized body for state planning shall be submitted to the Office of the Prime Minister of the Republic of Kazakhstan by November 15 of the current financial year in duplicate for approval by the Prime Minister of the Republic of Kazakhstan.

7. The local executive bodies develop draft memorandums before November 1 of the current fiscal year, for the next fiscal year and send them with accompanying letters for approval to interested state bodies that are part of the Government of the Republic of Kazakhstan and the authorized body for state planning.

Interested government bodies and the authorized body for state planning shall consider draft memorandums of local executive bodies for compliance with documents of the first and second levels of the State Planning System within seven working days from the date of receipt.

Draft memorandums of local executive bodies with letters of approval of interested state bodies and the authorized body for state planning shall be submitted to the Office of the Prime Minister of the Republic of Kazakhstan by November 15 of the current financial year in duplicate for approval by the Prime Minister of the Republic of Kazakhstan.

Letters of coordination of interested state bodies should contain information on planned values of key target indicators of draft memorandums.

8. The memorandum shall be developed both in the state and Russian languages in the form in accordance with Annex 1 to these Rules.

9. In case of deterioration in the value of the key target indicator of the planned year from the forecast value of the current year, a justification for the deterioration of the key target indicators of the memorandum in the context of key target indicators shall be attached to the draft memorandum.

10. The memorandum of the state body shall be signed by the first head; the memorandum of the local executive body shall be signed by respectively the akim of the region, city of republican significance, the capital.

11. Responsibility for the quality of the development of the memorandum and timely submission for approval to interested state bodies and the authorized body for state planning, as well as the effectiveness and efficiency of its implementation shall be imposed on the state body/local executive body-developer of the memorandum.

Responsibility for the timeliness and quality of coordination of draft memorandums of state bodies and local executive bodies shall be rest on the state bodies/local executive bodies involved in the coordination of the draft memorandum.

12. The structural units of the Office of the Prime Minister of the Republic of Kazakhstan, on the basis of the report on the results of the memorandum for the previous year of state bodies and local executive bodies, shall analyze the continuity, validity, reality of achieving key target indicators of the memorandum of the planned year and their relationship with the previous year and relevant strategic documents.

In the absence of comments, draft memorandums shall be submitted for approval to the Prime Minister of the Republic of Kazakhstan.

Upon the existence of comments, the results of the analysis and the suggestions for the draft memorandum shall be sent within ten working days from the day of its receipt by the Office of the Prime Minister of the Republic of Kazakhstan to the relevant state bodies and local executive bodies for further development.

13. Within five working days, state bodies and local executive bodies shall complete, sign and re-submit the draft memorandum to the Office of the Prime Minister of the Republic of Kazakhstan for approval by the Prime Minister of the Republic of Kazakhstan.

The memorandum shall be approved within one month from the date of signing the law on the republican budget.

14. Amendments and supplements to the memorandums of the state body and local executive body shall be permitted once a year, not later than November 1 of the current financial year, in the following cases:

- 1) changes in the forecast of social and economical development of the country;
- 2) changes in the parameters of the republican and local budgets.

Additionally, amendments and supplements to the memorandums of the state body and local executive body shall be permitted in case of changes in the functions and structure of the state body or local executive body within one month after the occurrence of the corresponding case.

During introducing amendments and supplements to the memorandum of state body or local executive body, the requirements established by these Rules shall be observed.

15. After approval of the memorandum, state bodies and local executive bodies shall post the approved memorandums on the website of the state body/local executive body within five working days (with the exception of classified information and restricted official information).

Chapter 3. The procedure for assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital

16. The assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital (hereinafter referred to as the Assessment) is an objective assessment of the results of the activities of the first heads of state bodies and local executive bodies in achieving key target indicators of a memorandum of a state body/local executive body affecting the development of the economy of a country or region.

17. The memorandum shall be assessed annually by the Office of the Prime Minister of the Republic of Kazakhstan based on the results of the reporting year.

18. State bodies before February 15 of the year following the reporting year, shall submit to the Office of the Prime Minister of the Republic of Kazakhstan the report on the implementation of the memorandum with an analytical note signed by the first head and shall post them on the Internet resource of the state body (except for classified information and official restricted information).

Local executive bodies, before February 15 of the year following the reporting year, shall submit to the Office of the Prime Minister of the Republic of Kazakhstan the report on the implementation of the memorandum with an analytical note signed by the akim and shall post them on the Internet resource of the local executive body (with the exception of secret information and official information).

19. Analytical note shall contain:

- 1) information on all key target indicators of the memorandum;
- 2) planned and actual values of key target indicators, as well as the reasons for their failure to achieve and overfulfillment;
- 3) in the case of not achieving key target indicators, the information on the impact on the social and economical development of the country, region.

20. The report on the results of the memorandum shall contain:

- 1) name of state body / region, city;
- 2) the name of the key target indicator;
- 3) unit of measurement;
- 4) the planned value of the key target indicator for the reporting year;
- 5) the actual value of the key target indicator;
- 6) the performance coefficient of the key target indicator.

21. Structural subdivisions of the Office of the Prime Minister of the Republic of Kazakhstan, in terms of competence, based on an analysis of reports of state bodies and local executive bodies, shall form conclusions on the assessment of the implementation of memorandums in the form in accordance with Annex 2 to these Rules and by March 10 of the year following the reporting year, shall submit to consideration by the Prime Minister of the Republic of Kazakhstan.

22. The conclusion of the assessment shall contain:

- 1) name of the key target indicator;
- 2) unit of measurement;
- 3) the planned value of the key target indicator of the reporting year;
- 4) the actual value of the key target indicator;
- 5) the coefficient of achievement of the key target indicator;
- 6) penalty points (in case of overfulfillment by more than 25%);
- 7) the total coefficient;
- 8) the total points for achieving the key target indicator;
- 9) the total final points, taking into account the penalty points;

10) conclusions.

The conclusions shall contain the information on the degree of effectiveness of the implementation of the memorandum.

23. The degree of effectiveness of the implementation of memorandums of the assessed state bodies or local executive bodies shall be determined in accordance with the received total final points in accordance with the scale of the ranges of the degree of effectiveness of the implementation of the memorandum in accordance with Annex 3 to these Rules.

24. The total final point shall be calculated by multiplying the final coefficient of achievement of key target indicators by 100 and minus penalty points.

The final achievement of the key target indicator shall be determined by the arithmetic mean of all the coefficients of achievement of the key target indicators.

The coefficient of achievement of each key target indicator provided for in the memorandum, if the nature of the dynamics of the key target indicator is positive, shall be calculated by the ratio of actual performance to the planned value. If the dynamics of the key target indicator is negative, the achievement coefficient of each key target indicator provided for in the memorandum shall be calculated by the ratio of the planned value to the actual performance.

If the coefficient of achievement of the key target indicator is more than one, then the coefficient of achievement shall be equal to one.

If the coefficient of achievement of the key target indicator is less than one, then the actual coefficient of achievement of the key target indicator shall be taken into account.

In the absence of actual data for the reporting year on the achievement of key target indicators, preliminary data of the reporting year shall be taken into account.

If key target indicators are not achieved in cases associated with a change in the forecast of social and economical development of the country, the actual value of the key target indicator in comparison with the updated forecast shall be taken into account

Penalty points shall be applied if the target value of the key target indicator is exceeded by more than 25%. If the key target indicator shows that the actual value is exceeded by more than 25% from the planned value, then 0.2 penalty points shall be deducted for each recorded fact of the excess of planned values.

25. The Office of the Prime Minister of the Republic of Kazakhstan, after conducting an assessment within five working days, shall send the results of the assessment of the implementation of the memorandum to state bodies and local executive bodies.

assessment of the memorandum of state body included in the structure of the Government of the Republic of Kazakhstan, the local executive body of the region, the city of republican significance, the capital

Form

Hereby I approve
Prime Minister of
the Republic of Kazakhstan -
(surname, name, patronymic
(if available)

“ ” _____ 20

MEMORANDUM

Minister/Akim _____

_____ (name of state body/region, city)

_____ guided by

(Full name of the head of the state body/akim of the region, cities of republican significance, the capital) paragraph 6 of Article 62 of the Budget Code of the Republic of Kazakhstan, undertakes in the planned financial year:

1) achieve the following key targets:

No.	Name of the key target indicator	The source of information	Unit of measurement	Actual value for the previous year	Forecasted value of the current year (assessment) *	Planned value for the planning year
1	2	3	4	5	6	7
1.						

2) take all necessary measures aimed at achieving (fulfilling) the key target indicators provided for in the memorandum of the state body/local executive body.

(first head of state body/akim of the region/city) _____

signature, surname, name, patronymic (if available)

Stamp here

Date

*The forecast value of the current year shall be formed on the basis of the corresponding value of the key target indicator achieved in the current period and the assessment of its achievement by the end of the current year, taking into account the existing prerequisites.

Annex 2
to the Rules for development
and assessment of the
memorandum of state body

Conclusion

on the assessment of the implementation of the memorandum _____

for 20__ financial year (name of state body/region, city)

Memorandum concluded with _____

(number)

in 20__ contains _____ key target indicators,

(number)

according to the results of the year _____ achieved and _____ not achieved.

1. According to the analysis carried out in 20__, the following key target indicators were achieved/not achieved:

No.	Name of the key target indicator	Unit of measurement	Planned value for the year 20__	Actual value	Coefficient of achievement of key target indicator	Penalty points (in case of overfulfillment by more than 25%)
1	2	3	4	5	6	7
1.						
Total coefficient:						
Total points for achieving the key target indicator:						
Total points taking into account the deduction of penalty points:						

2. Conclusions. Head of _____

(name of the structural unit of the signature, last name, first name, patronymic (if available))

The scale of the ranges of the degree of effectiveness of the implementation of the memorandum

The range of assessment points in the memorandum		Rating
from	to	
90	100	high degree of effectiveness of the implementation of the memorandum
70	89,99	average degree of effectiveness of the implementation of the memorandum
50	69,99	low degree of effectiveness of the implementation of the memorandum
less than 49,99		ineffective degree of implementation of the memorandum

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