



On approval of the Rules for the development, implementation, monitoring of the implementation of the operational plan

Unofficial translation

Order of the Minister of National Economy of the Republic of Kazakhstan dated February 3, 2020 № 7. Registered with the Ministry of Justice of the Republic of Kazakhstan on February 10, 2020 № 20006.

Unofficial translation

Footnote. The title is in the wording of the order of the Minister of National Economy of the Republic of Kazakhstan dated 14.06.2022 No. 45 (shall be enforced ten calendar days after the date of its first official publication).

In accordance with paragraph 119 of the state planning System in the Republic of Kazakhstan, approved by the resolution of the Government of the Republic of Kazakhstan dated November 29, 2017 No. 790, **I HEREBY ORDER:**

Footnote. The preamble is in the wording of the order of the Minister of National Economy of the Republic of Kazakhstan dated 14.06.2022 No. 45 (shall be enforced ten calendar days after the date of its first official publication).

1. To approve the attached Rules for the development, implementation, and monitoring of the implementation of the operational plan.

Footnote. Paragraph 1 – as amended by the order of the Minister of National Economy of the Republic of Kazakhstan dated 14.06.2022 No. 45 (shall be enforced ten calendar days after the date of its first official publication).

2. To recognize invalid:

1) order of the Minister of National Economy of the Republic of Kazakhstan dated September 10, 2014 no. 16 "On approval of the Rules for development, implementation, monitoring and control over implementation of the operations plan" (registered in the Register of State Registration of Regulatory Legal Acts as no. 9787, published on October 23, 2014 in "Adilet" Information Legal System);

2) order of the Minister of National Economy of the Republic of Kazakhstan dated November 20, 2015 no. 708 "On amendments to the order of the Minister of National Economy of the Republic of Kazakhstan dated September 10, 2014 no. 16 "On approval of the Rules for development, implementation, monitoring and control over implementation of the operations plan" (registered in the Register of State Registration of Regulatory Legal Acts as no. 12443, published on December 24, 2015 in "Adilet" Information Legal System).

3. The Department of Strategic Planning and Analysis of the Ministry of National Economy of the Republic of Kazakhstan, in accordance with the procedure established by the legislation of the Republic of Kazakhstan, shall ensure:

1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) placement of this order on the Internet resource of the Ministry of National Economy of the Republic of Kazakhstan after its official publication;

3) within ten working days after the date of state registration of this order, submission of information to the Legal Department of the Ministry of National Economy of the Republic of Kazakhstan, about execution of measures stipulated by subclauses 1) and 2) of this clause.

4. Control over execution of this order shall be entrusted to the First Vice-Minister of National Economy of the Republic of Kazakhstan.

5. This order shall come into force upon expiry of ten calendar days after the date of its first official publication.

*Minister of National Economy
of the Republic of Kazakhstan*

R. Dalenov

Approved
by the order of the
Minister of National Economy
of the Republic of Kazakhstan
dated February 3, 2020 № 7

The Rules for the development, implementation, and monitoring of the implementation of the operational plan

Footnote. The Rules are in the wording of the order of the Minister of National Economy of the Republic of Kazakhstan dated 14.06.2022 No. 45 (shall be enforced ten calendar days after the date of its first official publication).

Chapter 1. General provisions

1. These Rules for the development, implementation, monitoring of the implementation of the operational plan (hereinafter referred to as the Rules) have been developed in accordance with paragraph 119 of the state planning System in the Republic of Kazakhstan, approved by the resolution of the Government of the Republic of Kazakhstan dated November 29, 2017 No. 790, and determine the procedure for the development, implementation, monitoring of the implementation of the operational plan of the state body (hereinafter referred to as the operational plan).

Chapter 2. The procedure for the development, implementation, monitoring of the implementation of the operational plan

2. For the implementation of the development plan, the state body annually develops an operational plan.
3. The operational plan is a document containing specific actions of the state body in the current financial year, linked by resources, responsible executors and deadlines for the implementation of measures to achieve the goals and target indicators of the development plan, as well as other tasks defined by the regulations on the state body.
4. The operational plan contains the measures necessary to achieve the strategic directions , macro indicators, goals and target indicators provided for in the development plan of the state body for the current financial year and other tasks defined by the regulations on the state body and covers the scope of its activities, including the activities of structural units and subordinate organizations of the state body.
5. The operational plan is developed by state bodies according to the form according to Appendix 1 to these Rules on the basis of recommendations of structural units and subordinate organizations of the state body.
6. The operational plan is developed annually and approved by the first head or chief of staff within ten calendar days from the date of signing the development plan of the state body.
7. The operational plan is implemented by carrying out the activities provided for in the operational plan.
8. In order to collect, systematize and analyze information on the implementation of the operational plan of the state body, the operational plan is monitored.
9. The purpose of monitoring the operational plan is to improve the progress of its implementation to ensure proper and timely achievement of strategic directions, macro indicators, goals and target indicators of the development plan of the state body.
10. Monitoring of the operational plan provides for:
 - 1) the regularity of receiving information about the current state of the implementation of the operational plan;
 - 2) coordination of actions of structural units and subordinate organizations of the state body in the implementation of the operational plan;
 - 3) timely updating of the operational plan to achieve the planned target indicators of the development plan of the state body.
11. To monitor the operational plan, structural units and subordinate organizations of the state body, within their competence, submit information on the implementation of the operational plan to the structural unit responsible for the monitoring.
12. The information provided by structural units and subordinate organizations of the state body contains information about completed and unfulfilled planned activities (indicating the reasons for non-fulfillment) in the context of goals and target indicators.
13. Information on the implementation of the operational plan is provided quarterly until the 10th day of the month following the reporting quarter.

14. The head of a structural unit or subordinate organization of a state body ensures the accuracy, completeness and timeliness of the information provided.

15. On the basis of the information provided by the structural units and subordinate organizations of the state body, the structural unit responsible for monitoring prepares and submits to the officials specified in paragraph 6 of these Rules, a report on the implementation of the operational plan on a quarterly basis until the 15th of the month following the reporting period in accordance with Appendix 2 to these Rules.

16. The report on the implementation of the operational plan contains information on the progress of the operational plan, recommendations for officials to take the necessary measures to ensure the timely implementation of planned activities and recommendations for amendments and additions to the operational plan.

17. Based on the results of monitoring, the officials specified in paragraph 6 of these Rules make decisions aimed at:

improving the effectiveness of the implementation of planned measures (determining other measures) to achieve the strategic goals of the state body;

taking measures on identified problematic issues.

18. Based on the results of monitoring of the operational plan and in case of amendments and/or additions to the development plan of the state body, the operational plan is subject to adjustment.

Appendix 1
to the Rules for the development,
implementation, monitoring of the
implementation
of the operational plan

Form

Operational plan

(name of the state body)

for _____ year

Activities of the state body

No	Name	Code of budget program	Responsible executor	Term of execution	Form of completion
1	2	3	4	5	6
I. Action to achieve the goals and target indicators of the strategic plan					
	Strategic direction 1				
	Macro indicator 1				
	Actions				
	Macro indicator 2				
	Actions				
	Goal 1.1.				

	Target indicator 1				
	Actions				
	Target indicator n				
	Actions				
Strategic direction 2					
	Macro indicator 1				
	Actions				
	Macro indicator 2				
	Actions				
Goal 2.1.					
	Target indicator 1				
	Actions				
	Target indicator n				
	Actions				
II. Action for solving other tasks defined by the regulation of the state body					

Head of the structural unit responsible for the development of the operational plan

(Surname, first name, patronymic (if any) (signature)

Appendix 2
to the Rules for the development,
implementation, monitoring
of the implementation
of the operational plan
Form

Report on implementation of the operational plan

(name of the state body)

for _____ year reporting period

Activities of the state body

№	Name	Responsible executor	Term of execution	Form of completion	Actual execution of actions	Reasons for non-fulfillment	Recommendations, including recommendations for making changes to the operational plan
1	2	3	4	5	6	7	8

I. Action to achieve the goals and target indicators of the strategic plan

Strategic direction 1							

	Macro indicator 1						
	Actions						
	Macro indicator 2						
	Actions						
Goal 1.1.							
	Target indicator 1						
	Actions						
	Target indicator n						
	Actions						
Strategic direction 2							
	Macro indicator 1						
	Actions						
	Macro indicator 2						
	Actions						
Goal 2.1.							
	Target indicator 1						
	Actions						
	Target indicator n						
	Actions						
II. Actions for solving other tasks defined by the regulation of the state body							

The head of the structural unit responsible for the formation of the report on the implementation of the operational plan

(Surname, first name, patronymic (if any) (signature))