

DECREE OF THE PRESIDENT OF THE REPUBLIC OF KAZAKHSTAN

On Certain Issues of the Development of the City of Alatau (*as amended and supplemented on 08.07.2026*)

With a view to stimulating sustainable growth of the innovation-oriented economy of the Republic of Kazakhstan, attracting investment in high-technology sectors and forming a regional centre of business and innovation activity of international significance on the basis of the accumulated potential of the Almaty agglomeration, **I HEREBY DECREE:**

1. The city of Alatau shall be granted the special status of a city of advanced development (hereinafter – the special status).

2. The following shall be determined as the main direction and content of the special status:

1. the formation of a distinct institutional environment ensuring the accelerated socio-economic development of the city of Alatau through investment in growing and new sectors of entrepreneurship and the introduction of innovations in various fields of activity;

2. the provision of a qualitatively new level of institutional framework for attracting and protecting any private investment in the development of the city of Alatau;

3. the application of leading international approaches and practices in the governance of the city of Alatau, including in the conditions of the functioning of a special economic zone.

Paragraph 3 is set out as amended by [Decree of the President of the Republic of Kazakhstan dated 08.07.26 No. 1352](#) ([see previous version](#))

3. The Council of Alatau City (hereinafter – the Council) shall be established with the composition set out in [Annex 1](#) to this Decree.

The Decree is supplemented by paragraph 3-1 in accordance with [Decree of the President of the Republic of Kazakhstan dated 08.07.26 No. 1352](#) ([see previous version](#))

3-1. The [Statute](#) of the Council shall be approved in accordance with Annex 2 to this Decree.

4. The following powers of the Council shall be determined:

1. the agreement and approval of documents on matters of attracting investment and developing business activity and innovation in the city of Alatau, as well as of other documents related to its special status;

2. the adoption of decisions on matters of attracting investment and developing business activity and innovation in the city of Alatau, as well as on other matters related to its special status, which are binding on central and local state bodies;

3. the resolution of other matters arising from this Decree and the legislation of the Republic of Kazakhstan.

5. The Government of the Republic of Kazakhstan shall:

1. by 1 November 2025, take measures for:

the approval of the [Statute](#) of the Council;

the establishment of a legal entity in the form of a state fund, "Alatau City Authority" (hereinafter – ACA), with the Council as its supreme governing body;

2. determine that the purpose of the activities of ACA is to ensure the functioning of the city of Alatau within the framework of the special status using funds of the state budget and private sources, including by:

introducing successful international experience in the management of urban space and of industrial and special economic zones;

engaging leading international experts, consultants and highly qualified personnel;

organising events aimed at promoting the city of Alatau for the purpose of attracting investment;

implementing and coordinating all processes and decisions of the Council and of central and local state bodies concerning the development of the city of Alatau;

3. by 31 December 2025, submit for consideration by the Mazhilis of the Parliament of the Republic of Kazakhstan a draft constitutional law aimed at determining the legal foundations of the special status of the city of Alatau and providing for:

- the specifics of the organisation, structure, operation and powers of the bodies of local public administration in the city of Alatau, including as regards their issuing legal acts for the purpose of piloting legal norms and / or innovative projects, solutions, services and technologies;

- the specifics of regulating the development, implementation and use of information and communication technologies and the Internet of Things for the management of urban infrastructure and space (Smart City), taking into account the transition to climate neutrality;

- the specifics of regulating the processes of design, urban planning and construction of facilities, as well as the legal mechanisms for investment in those areas by private business entities, including foreign legal entities and individuals;

- the specifics of regulating the processes of recognition and application in the territory of the city of Alatau of advanced international and foreign standards, practices, classifiers, technical regulations, certification procedures, and technical and technological norms;

- the specifics of regulating relations in the field of housing relations, migration, labour relations and the engagement of foreign labour, including highly qualified labour;

- the specifics of regulating relations in the field of public procurement, taking into account advanced international practices;

- the specifics of regulating the circulation of digital assets and the introduction of digital financial services based on them, including the possibility of paying for goods, works and services using crypto-fiat channels and regulated stablecoins;

- the specifics of regulating the application of tokenisation technologies and the functioning of decentralised finance (DeFi) and internet technologies (Web3);

- the specifics of regulating the application of artificial intelligence and machine learning technologies;

- the specifics of regulating the development, implementation and use of technological innovations in the fields of education, healthcare, biological technologies, and the manufacture and use of medical equipment;

- the specifics of regulating the development, implementation and use of technological innovations in the production of robotic systems, unmanned vehicles and electric aircraft (eVTOL) as part of the development of the low-altitude economy (LAE) sector and urban air mobility (UAM);

- the specifics of regulating land relations and relations in the field of the use of natural resources and environmental protection;

- the specifics of the establishment, organisation and functioning of a special economic zone in the territory of the city, of the creative industry and of gambling activities;

- the specifics of regulating liability;

- the provision of guarantees of the stability of investment conditions and of the protection of investments, and the regulation of the specifics of capital movement;

- the application of a special regime of taxation and budgetary relations;

- the regulation of relations concerning the coordinated development of the city of Alatau, Almaty Region and the city of Almaty within the Almaty agglomeration, including in matters of transport and logistics links, utility and energy infrastructure, and migration policy;

- other specifics aimed at achieving the objectives of the functioning of the city of Alatau under the special status;

4) by 1 September 2026, work out and submit proposals for the further improvement of the special legal regime in the city of Alatau through the extension of the regime of operation of the Astana International Financial Centre and other measures that substantially increase the institutional effectiveness of the legal protection of investments;

5) take measures to attract investment in the development of the city of Alatau from a wide range of investors and from private and sovereign investment funds, including within the framework of the conclusion of separate international treaties.

6. By 1 September 2026, the Government of the Republic of Kazakhstan, jointly with the Prosecutor General's Office of the Republic of Kazakhstan, the National Bank of the Republic of Kazakhstan and the Council, shall approve a concept for the functioning of the legal regime of the special status of the city of Alatau, which shall be binding on central and local state bodies and on quasi-public sector entities.

7. In order to strengthen the coordination of the processes of development of the city of Alatau under the special status, the Government of the Republic of Kazakhstan and the akim of Almaty Region shall:

1. take measures to transfer to ACA the rights of possession and use of the participatory interests in the charter capital of the limited liability partnership "Management Company of the Special Economic Zone "Alatau"";

2. take measures to ensure that planned projects of the special economic zone "Alatau", industrial-innovation and investment projects, public-private partnership projects and construction projects carried out within the city of Alatau are agreed with ACA, which is being established, as to their compliance with the strategic and other urban planning documents of the city of Alatau;

3. preclude the introduction of amendments and additions to the documents of the city of Alatau on matters of attracting investment and developing business activity and innovation, as well as to other documents related to its special status, without the agreement of the Council, and ensure strict compliance with the decisions of the Council on all projects for the siting of current and new facilities;

4. by 1 January 2026, determine, jointly with ACA, which is being established, the priority infrastructure facilities to be constructed in the key development zones of the city of Alatau in 2025–2026 within the framework of the Master Plan of the city of Alatau and provide them with the necessary financing, including through the mechanisms of public-private partnership and of financing of turnkey construction projects, having developed and approved all documents and decisions necessary for that purpose;

5. take measures for the direct application of modern international construction norms, rules and standards to the process of design and construction of priority facilities in the city of Alatau.

8. The Prosecutor General's Office of the Republic of Kazakhstan shall ensure supervision over the legality of the acts, actions (inaction) of state bodies, institutions, organisations, officials and other authorised persons in the implementation of this Decree and of the legislation of the Republic of Kazakhstan on the special status of the city of Alatau.

9. The Government of the Republic of Kazakhstan, central and local executive bodies, and state bodies directly subordinate and accountable to the President of the Republic of Kazakhstan shall, in all matters related to the development of the city of Alatau, be guided in their activities by this Decree and take other measures arising from it.

10. Control over the implementation of this Decree shall be assigned to the Administration of the President of the Republic of Kazakhstan.

11. This Decree shall enter into force on the date of its signing.

Astana, Akorda, 26 September 2025

No. 1015

The Annex is set out as amended by [Decree](#) of the President of the Republic of Kazakhstan dated 08.07.26 No. 1352 ([see previous version](#))

ANNEX
to the [Decree](#) of the President
of the Republic of Kazakhstan
No. 1015 dated 26 September 2025

**COMPOSITION
of the Council of Alatau City**

Prime Minister of the Republic of Kazakhstan, chairperson
Deputy Prime Minister of the Republic of Kazakhstan coordinating regional policy matters,
deputy chairperson
Wong Heang Fine, deputy chairperson (as agreed)
Chairman of the National Bank of the Republic of Kazakhstan
Minister of Finance of the Republic of Kazakhstan
akim of Almaty Region
akim of the city of Almaty
Governor of the Astana International Financial Centre
Dobbs Harry William (as agreed)
Zhamishev Bolat Bidakhmetovich (as agreed)
Kim Vyacheslav Konstantinovich (as agreed)
Tskhay Yuriy Andreyevich (as agreed)

The Decree is supplemented by the Statute in accordance with [Decree](#) of the President of the Republic of Kazakhstan dated 08.07.26 No. 1352

Statute of the Council of Alatau City

Chapter 1. General Provisions

1. The Council of Alatau City (hereinafter – the Council) is the permanent supreme collegial governing body of the administration of the city of Alatau (hereinafter – the Administration), headed by the Prime Minister of the Republic of Kazakhstan.

2. In its activities the Council shall be guided by the [Constitution](#) of the Republic of Kazakhstan, the [Constitutional Law](#) of the Republic of Kazakhstan "On the Special Legal Regime of Alatau City" (hereinafter – the Constitutional Law), the regulatory legal acts of the Administration, the statute of the Administration and this Statute.

Chapter 2. Tasks of the Council

3. The main tasks of the Council are:

- 1) determining the strategic directions of development of the city of Alatau;
- 2) providing political, administrative, financial and investment assistance in achieving the purpose and fulfilling the tasks of the special legal regime of a "city of accelerated development" (hereinafter – the Special Legal Regime);
- 3) assisting in the organisation of the public administration of the city of Alatau in accordance with the principles of the Special Legal Regime;
- 4) ensuring public-private financing of the development of the city of Alatau.

Chapter 3. Competence of the Council

4. In order to fulfil its tasks, the Council shall:

1) determine the status and operating regime of the Administration, the procedure for governing it, the procedure for the formation, reorganisation and liquidation of the Bodies of the Administration, and other specifics of the exercise by the Administration and the Bodies of the Administration of property rights, including in respect of state property transferred to them for possession, use and disposal;

Subparagraph 2 of paragraph 4 shall enter into force on 1 January 2027.

- 2) appoint the akim of the city of Alatau in agreement with the maslikhat of the city of Alatau;
- 3) dismiss the akim of the city of Alatau in accordance with the procedure provided for by the [Constitutional Law](#);
- 4) determine the composition and structure of the akimat and of the state bodies forming part of it that perform individual functions of local public administration, and their statutes;
- 5) appoint the Chief Executive Officer of the Administration and his or her deputies;
- 6) approve the budget of the Administration;
- 7) approve the design code of the city of Alatau;
- 8) approve the strategic documents of the city of Alatau;

- 9) determine the methodology for the development, adjustment and evaluation of the effectiveness of implementation of the strategic documents of the city of Alatau;
- 10) approve regulatory legal acts of the Administration in the form of Regulations on matters assigned to its competence by the [Constitutional Law](#);
- 11) approve the rules of block budgeting;
- 12) approve the procedure for the formation, accounting, replenishment and use of the reserves of the budget of the Administration, subject to mandatory accounting of the reserves separately from other funds of the budget of the Administration and to the restriction that the reserves be used exclusively for the purposes of development of the city of Alatau;
- 13) delegate individual implementation and (or) control functions of the Administration and the related competences and powers;
- 14) approve the annual report on the development of the city of Alatau, which includes, among other things, the annual report on the execution of the budget of the Administration;
- 15) establish, on the proposal of the chairperson of the maslikhat of the city of Alatau, the standards for supporting the activities of the maslikhat of the city of Alatau, including the amounts of expenditure, the organisation of the apparatus of the maslikhat and the determination of the number of deputies working on a permanent or released basis;
- 16) determine the international audit organisation that carries out the external audit of the financial statements of the Administration, of the effectiveness of its activities and of the use of the financial resources administered by the Administration;
- 17) decide on the establishment of other governing bodies of the Administration, the determination of their structure, competence and powers, the establishment by the Administration of representative offices, and the founding, reorganisation and liquidation by it of non-commercial and commercial organisations, as well as of representative offices;
- 18) decide on the participation of the Administration in other legal entities or on its withdrawal from the participants (shareholders) of other legal entities;
- 19) approve the organisational structure and the staffing limit of the Administration and the Bodies of the Administration on the proposal of the Chief Executive Officer of the Administration;
- 20) decide on matters of the administrative-territorial structure in the city of Alatau, including matters of the formation and abolition of administrative-territorial units in the city of Alatau, their governance, and the establishment and alteration of their boundaries;
- 21) decide on the determination of the number of members and the term of office of the Regulatory Commission, the election (re-election) of its members and the early termination of their powers;
- 22) decide on the determination of the amount and conditions of payment of remuneration to the members of the Regulatory Commission, as well as of compensation to such members for expenses directly related to participation in the work of the Regulatory Commission;
- 23) decide on the appointment of the chairperson of the Regulatory Commission;
- 24) decide on the appointment and dismissal of the secretary of the Council and on the determination of the amount and conditions of remuneration and bonuses;
- 25) decide on the appointment of employees accountable to the Council and on the determination of the amount and conditions of their remuneration and bonuses;
- 26) approve the statutes of the governing bodies of the Administration;
- 27) consider other matters provided for by the Constitutional Law and (or) this Statute.

Chapter 4. Rights of the Council

5. In accordance with its tasks, the Council shall, within its competence, have the right to:

- 1) adopt decisions binding on central and local state bodies and other state bodies on matters within the competence of the Council and within the limits established by the Constitutional Law, this Statute and other regulatory legal acts of the Administration;

2) adopt decisions on matters of attracting investment and developing business activity and innovation in the city of Alatau, as well as on other matters related to its Special Legal Regime;

3) develop proposals for amendments and additions to the current legislation of the Republic of Kazakhstan and, jointly with the Government of the Republic of Kazakhstan, participate in their preparation and implementation in order to ensure the functioning of the city of Alatau under the Special Legal Regime;

4) interact with central state bodies and local executive bodies of the Republic of Kazakhstan and with other organisations, invite and hear their representatives, request and receive the necessary materials, and hold consultations on matters related to the development of the city of Alatau;

5) engage entrepreneurs, scientists, specialists, experts and consultants for consultations on the matters under consideration;

6) establish consultative and advisory collegial bodies within the Administration and (or) the Bodies of the Administration from among foreign and Kazakhstani specialists and experts;

7) approve and agree internal documents of the Administration arising from the tasks and functions of the Council;

8) take up for consideration any matter related to the internal activities of the Administration, and revoke any decision of the governing bodies of the Administration on matters relating to the internal activities of the Administration;

9) exercise other rights in accordance with the Constitutional Law, this Statute and (or) the regulatory legal acts of the Administration.

6. For the purpose of the prompt resolution of matters within the competence of the Council, the Council may delegate to the Regulatory Commission its powers to approve all or individual Regulations adopted by the Administration.

Chapter 5. Committees of the Council

7. The Council may form committees of the Council from among the members of the Council, delegating to such committees certain powers of the Council, including powers to develop and approve Regulations.

8. Committees of the Council shall consist of members of the Council who possess the professional knowledge, competences and skills necessary for work in the particular committee.

9. A committee of the Council shall have no fewer than five members, forty per cent of whom must be independent.

10. Decisions adopted by a committee of the Council on matters delegated to it do not require separate approval at a meeting of the Council, are binding and are deemed to be decisions adopted by the Council.

Committees of the Council may not be delegated the powers provided for in [subparagraphs 2\), 3\), 5\), 13\), 14\), 17\), 19\), 21\) and 22\) of paragraph 4](#), or powers on other matters of a strategic nature and on decisions of the Council.

11. The procedure for the formation and work of the committees of the Council, their powers, the number of members of the committees and the delegated powers of the Council shall be determined by decisions of the Council and (or) internal documents of the Administration approved by the Council.

12. Meetings of the committees of the Council shall be held in the same manner as meetings of the Council, unless otherwise provided by their statutes.

Chapter 6. Members of the Council

13. The Council shall consist of no fewer than seven members. The number of independent members of the Council must be no less than forty per cent of the total number of members of the Council.

14. Persons related by marriage or close kinship may not be members of the Council.

15. Independent members of the Council shall perform their functions on the basis of civil-law contracts with the Administration.

16. The Council may recommend to the President of the Republic of Kazakhstan the early termination of the powers of an independent member of the Council who performs his or her duties improperly.

17. The chairperson of the Council is the Prime Minister of the Republic of Kazakhstan.

18. The chairperson of the Council or his or her deputies have the right to:

- 1) exercise general direction of the activities of the Council;
- 2) chair meetings of the Council;
- 3) exercise general control over the implementation of the decisions of the Council;
- 4) carry out other actions provided for by this Statute.

19. The chairperson of the Council has two deputies, one of whom is an independent member of the Council.

In the absence of the chairperson of the Council, his or her functions shall be performed by one of the deputies as determined by the chairperson of the Council.

20. The chairperson of the Council and his or her deputies shall adhere to the principle of freedom of expression of views by the members of the Council on the matters under discussion, and shall facilitate the search for an agreed solution, the reaching of consensus by the members of the Council and the adoption of decisions that fully meet the objectives of the Special Legal Regime.

21. Members of the Council have the right to:

- 1) initiate meetings of the Council by sending to the chairperson of the Council or his or her deputy a written communication containing the proposed agenda of the meeting of the Council;
- 2) make proposals on the agenda of a meeting of the Council and on the procedure for discussing items when the agenda of the meeting of the Council is being formed;
- 3) participate in the preparation of materials for meetings of the Council and of their draft decisions;
- 4) request and receive from the Administration, central state bodies and local executive bodies, and quasi-public sector entities information and materials directly related to the powers of the Council and to matters of development of the city of Alatau;
- 5) terminate their powers early by sending a written statement to the chairperson of the Council or his or her deputy;
- 6) exercise other rights in accordance with the Constitutional Law, this Statute and (or) the regulatory legal acts of the Administration.

22. Independent members of the Council shall:

- 1) contribute to the promotion of the city of Alatau and develop relations with foreign investors, technology companies, foreign states and international organisations with a view to attracting investment in the development of the city of Alatau;
- 2) contribute expertise, knowledge, experience and their professional vision when matters of development of the city of Alatau are considered for the purpose of achieving the objectives of the Special Legal Regime, participate in the discussion of such matters and put forward relevant recommendations and comments.

Independent members of the Council are entitled to receive remuneration for the performance of the functions assigned to them and compensation for expenses directly related to participation in the work of the Council.

23. Members of the Council may not:

- 1) use, or allow the use of, the property of the Administration contrary to this Statute or the decisions of the Council, or for personal purposes;

- 2) transfer their voting right to another person, including another member of the Council;
- 3) use for personal purposes restricted-access information available to them in the course of exercising their powers, or disclose it.

24. Members of the Council are obliged to:

- 1) participate in meetings of the Council, of committees of the Council and of other working and expert groups of which they are members;
- 2) notify the chairperson of the Council and (or) his or her deputies and the secretary of the Council, in advance of the start of the meeting, of their inability to participate in the meeting of the Council, stating the reasons for their absence;
- 3) provide the secretary of the Council with the reason for not taking part in a meeting of the Council held in absentia;
- 4) contribute to the achievement of the strategic goals of the Administration and act in the best interests of the Special Legal Regime, the Administration, the city of Alatau and their objectives;
- 5) refrain from actions and prevent situations in which the personal, corporate or departmental interest of members of the Council may affect the proper performance by them of the duties of a member of the Council and/or lead to a conflict between their interests (or the interests of persons affiliated with them) and the interests of the Administration. If such a conflict of interest arises, the member of the Council must immediately inform the Council of its existence in accordance with the rules of the policy on the identification and settlement of conflicts of interest approved by the Council;
- 6) bear other duties in accordance with the requirements of the legislation of the Republic of Kazakhstan, the statute of the Administration and (or) internal documents of the Administration approved by the Council.

25. In performing their functions, members of the Council shall:

- 1) act in the best interests of the development of the city of Alatau under the Special Legal Regime;
- 2) avoid conflicts of interest of a personal, corporate or departmental nature.

Chapter 7. Organisation of Meetings of the Council

26. Meetings of the Council shall be held at least 1 (one) time in each half-year of the relevant calendar year by the chairperson of the Council or one of his or her deputies on their own initiative or on the initiative of a member of the Council.

27. The date and time of the first meeting of the Council, as well as of other meetings connected with the need for urgent consideration of matters, including where circumstances arise that require prompt decision-making, with ensuring the continuous operation of the Administration, or with the execution of instructions of the President of the Republic of Kazakhstan, shall be determined by the Chairperson of the Council or his or her deputy within shorter time limits than those determined by this Statute.

The secretary of the Council shall be appointed at the first meeting of the Council.

In the cases provided for by this paragraph, the agenda of the meeting of the Council and the materials for it shall be sent to the members of the Council as they become ready.

28. Meetings of the Council may be held in person, both through the personal participation of the members of the Council in the meeting and through their participation in the meeting by means of audio- and videoconference.

29. Meetings of the Council may be held in absentia through the consideration by the members of the Council of the agenda items submitted and voting on them.

The period for absentee voting must be no less than 10 (ten) hours and no more than 2 (two) working days from the date on which the materials and the agenda for voting are circulated. The members of the Council shall send the results of voting on each agenda item to the secretary of the

Council on paper and (or) by e-mail within the period specified by the secretary of the Council when circulating the agenda items.

If no reply is received within the specified period, the member of the Council shall be deemed to have abstained from voting.

30. When a meeting of the Council is convened, the form, date, place and time of the meeting of the Council shall be determined.

The secretary of the Council shall notify all members of the Council by e-mail, by hand delivery or by another means confirming receipt of the notice, enclosing the agenda as formed and other necessary materials and information on the items included in the agenda of the forthcoming meeting of the Council.

31. The date and time of a meeting of the Council shall be determined no later than 2 (two) weeks before the meeting is held, unless otherwise provided by this Statute.

32. All members of the Council must be notified in advance by the secretary of the Council of any change in the form, place, date or time of a meeting of the Council.

Notice of changes in the place, date or time of a meeting of the Council shall be sent to the members of the Council in any form that guarantees receipt of the notice by the member of the Council.

33. Within 1 (one) working day after receiving notice of a meeting of the Council, members of the Council may include in the agenda additional items for consideration.

34. The final agenda of a meeting of the Council shall be formed by the secretary of the Council, agreed with the chairperson (deputy chairperson) and circulated, together with the necessary materials, to the members of the Council no later than 1 (one) week before the day of the meeting, unless otherwise provided by this Statute.

35. A meeting of the Council shall be chaired by the chairperson of the Council or, where the meeting is convened by a deputy chairperson, by that deputy.

If the chairperson of the Council is absent from a meeting of the Council, the meeting of the Council shall be chaired by one of his or her deputies as determined by the chairperson of the Council.

36. A decision of the Council shall be recorded in minutes, which shall be signed by the person chairing the meeting of the Council and prepared by the secretary.

A decision of the Council shall be adopted by a vote of the members of the Council present at the in-person meeting.

In the case of a meeting of the Council held in absentia, the secretary shall take the results of the absentee voting into account when preparing the minutes.

37. Meetings of the Council, whether held in person or in absentia, shall be quorate if no fewer than two thirds of the total number of members of the Council participate.

In the absence of a quorum, the chairperson of the Council or his or her deputy shall announce the postponement of the meeting and determine a new date for it.

38. Decisions of the Council shall be adopted by a simple majority of the votes of the members of the Council present. In the event of a tie, the vote of the person chairing the meeting shall be decisive.

39. Members of the Council shall participate in meetings in person and without the right of delegation.

40. Members of the Council participating in a meeting are obliged, when an agenda item of the meeting is considered, to declare any conflict of interest of a personal, corporate or departmental nature.

Where such a conflict exists, it shall be settled in accordance with the rules of the policy on the identification and settlement of conflicts of interest approved by the Council.

Chapter 8. Support for Meetings of the Council, Secretary of the Council

41. The logistical support of meetings of the Council, including the provision of the necessary venue, and the covering of the costs of air travel and accommodation of the independent members of the Council where a meeting is held in person shall be at the expense of the Administration.

42. The secretary is not a member of the Council.

43. The secretary of the Council shall:

1) organise the holding of meetings of the Council and of committees of the Council;

2) collect the materials provided on the agenda items of the Council and of committees of the Council;

3) notify the members of the Council and of committees of the Council of the agenda, date, time and place of the meeting of the Council and of committees of the Council and provide them with the necessary materials in good time;

4) keep the minutes of meetings of the Council and of committees of the Council and ensure the safekeeping of the minutes and materials of meetings of the Council and of committees of the Council;

5) form the draft and the final agenda of a meeting of the Council;

6) bring information on the decisions adopted by the Council or a committee of the Council to the attention of the responsible and interested persons;

7) prepare extracts from the minutes of meetings and from the decisions of the Council and of committees of the Council;

8) send to central state bodies and local executive bodies, and to other organisations, requests of the Council and its members for the provision of information and materials necessary for the fulfilment of the tasks of the Council;

9) monitor the implementation of the decisions of the Council and, following each half-year, inform the members of the Council of the results;

10) provide newly appointed members of the Council with the information and internal documents of the Administration necessary for the exercise of their powers;

11) perform other functions in accordance with the statute of the Administration and (or) internal documents of the Administration.