

Statute on JSC “Uzavtosanoat” Information Service

1. General provisions

1.1. Information Service of Joint-Stock Company “Uzavtosanoat” (further referred as “Information Service”) is organized for coordination of work between JSC “Uzavtosanoat” and its enterprises, as well as structural subdivisions with mass media and public.

1.2. Information Service operates in coordination with structural subdivisions of JSC “Uzavtosanoat”, enterprises and state bodies, ministers, agencies and other republican entities.

1.3. Information Service operates in accordance with Constitution, Laws of the Republic of Uzbekistan, resolutions and other regulatory acts of Oliy Majlis of the Republic of Uzbekistan, decrees, resolutions and instructions of the President of the Republic of Uzbekistan, decrees and resolutions of the Cabinet of Ministers of the Republic of Uzbekistan, orders and instructions of JSC “Uzavtosanoat”, orders, decrees and other legal local acts of SC “Avto-Olam” Editorial Office, as well as current Statute.

2. Structure of Information Service

2.1. Information Service is structural subdivision of JSC “Uzavtosanoat” and directly submits to Director of SC “Avto-Olam” Editorial Office.

2.2. Information Service is organized under SC “Avto-Olam” Editorial Office as entity for setting public relations and contacts with mass media.

2.3. Information Service activity is managed by Press-Secretary who directly submits to Director of SC “Avto-Olam” Editorial Office.

2.4. Press-Secretary is appointed to the post and relieved of the post by Director of SC “Avto-Olam” Editorial Office.

2.5. Rights and responsibilities are set by Duty Regulation approved by Director of SC “Avto-Olam” Editorial Office.

3. Main tasks and functions of Information Service

3.1. Main tasks of Information Service include:

- participation in formation and realization of informative policy defined by JSC “Uzavtosanoat” and SC “Avto-Olam” Editorial Office management.
- informational supply of JSC “Uzavtosanoat” activity, its structural subdivisions, enterprises is in Service charge;
- preparation and effective distribution of official messages on JSC “Uzavtosanoat” significant events in mass media;
- formation of positive public opinion on JSC “Uzavtosanoat” and its enterprises activities with the assistance of mass media;
- informing of national and foreign public on JSC “Uzavtosanoat” and its enterprises activities through publications and TV and radio programs, explanation to the public, as well as through local and foreign mass media channels;
- organization of effective cooperation with national and foreign mass media;

- cooperation with press-services of state bodies and other information services and organizations with the aim of unbiased interpretation of JSC “Uzavtosanoat” and its enterprises activities;
- development of contacts with information services and PR services of foreign automotive industries;
- informative and awareness-rising maintenance of realization of state industry at automotive sphere;
- analysis and effective informing of JSC “Uzavtosanoat” and SC “Avto-Olam” Editorial Office management on mass media attitude to speeches and decisions of JSC “Uzavtosanoat” and its enterprises, about publications in press, television, radio, about public opinion;
- creation of systematized database, statistic and another materials on main directions of JSC “Uzavtosanoat” and its enterprises activities for public awareness campaign with mass media;
- concerning of applications within the bounds of its competence of domestic and foreign informative agencies and other mass media on assistance in preparation of materials on JSC “Uzavtosanoat” and its enterprises activities;
- preparation of offers:
 - a) on speeches of JSC “Uzavtosanoat” and its enterprises managers in mass media;
 - b) on approval of movies consultants, regular thematic headings, cycles, TV and radio programs;
 - c) on encouragement of journalists and other mass media representatives taking part in preparation of materials about JSC “Uzavtosanoat” and its enterprises activities.

3.2. Main functions of Information Service:

- organization of press-conferences, interviews and other meetings with mass media representatives;
- invitation of mass media representatives to cover in media events with JSC “Uzavtosanoat” and its enterprises participation;
- organization of speeches of JSC “Uzavtosanoat” managers in mass media;
- preparation and distribution in mass media of video, photo and audio materials about JSC “Uzavtosanoat” and its enterprises activities;
- creation of web-resources of JSC “Uzavtosanoat”, promotion and realization of effective functioning;
- preparation and participation in posting on a website new materials on events of JSC “Uzavtosanoat”;
- organization of monthly briefings, press-conferences with representatives of domestic and foreign mass media on JSC “Uzavtosanoat” and its enterprises matters;
- regular issue and distribution of messages (press-releases, bulletins, reviews and etc.) for mass media;
- preparation of reviews of publications and messages in mass media, as well as references and analytical materials for JSC “Uzavtosanoat” management;
- participation in perspective and effective planning of events with JSC “Uzavtosanoat” and its enterprises participation;
- participation in preparation of official visits, working trips, meeting of JSC “Uzavtosanoat” management, and other events with JSC management abroad with the purpose of media coverage;

- cooperation with national and foreign mass media and journalists with the aim of full and objective publication of information on JSC “Uzavtosanoat” and its enterprises activities;
- formation of positive public opinion about JSC “Uzavtosanoat” and its enterprises via mass media;
- preparation together with JSC “Uzavtosanoat” subdivisions, including regional, information for mass media on “Uzavtosanoat” activity and policy at the sphere of automotive industry of our republic;
- participation in meetings, conferences and other events concerning matters entering into the competence of JSC “Uzavtosanoat” and its enterprises;
- organization of publications and control over regular informative-analytical materials about industry at automotive sphere covered by republican press, television and radio;
- counseling assistance to subdivisions and enterprises of JSC about matters entering into competence of Information Service.

4. Activity of Information Service.

4.1. In order to realize main tasks and functions Information Service possess a right:

- to require and receive materials in accordance with established order from subdivisions of JSC “Uzavtosanoat” and its enterprises, representatives abroad, necessary for realization of its functions;
- if necessary to attract, in agreeing with JSC “Uzavtosanoat” management, specialists of other subdivisions of JSC and its enterprises, specialists for tasks realization.

4.2. Information, documentation, legal, material-technical and transport support of Information Service activity, as well as social and consumer services are provided by SC “Avto-Olam” Editorial Office.

5. Liability

5.1. Press-Secretary is responsible for adequacy and efficiency of reported to mass media official messages, announcements and other materials.

5.2. Press-Secretary is responsible for timely and qualitative realization of functional tasks set by Statute and in accordance with approved Duty Regulation and management orders.

[Statute on Information Service.pdf \(285 KB\)](#)