

## **Order of the Minister of Education and Science of Georgia**

**N261 March 17, 2014, Tbilisi**

On Establishment and Approval of the Statute for the “Sectoral Coordination Council of Employment and Vocational Education and Training”

In accordance with subparagraphs “L” and “M” of paragraph 2 of Article 3 of the Statute approved by the Resolution (#37, 21st of May, 2004) of the GoG on “Approval of Statute of the Ministry of Education and Science of Georgia” and

on the basis of conditions laid down in the financial agreement on “Employment and Vocational Education and Training” signed between the EU and the Government of Georgia in compliance with the Decree (#2181, 26<sup>th</sup> of December, 2013) of the GoG “On Signature of the Financial Agreement “Employment and Vocational Education and Training” between the EU and the Government of Georgia and

Taking into account the Interoffice Memo (#133206, 7<sup>th</sup> of March, 2014 and #149072 and #150827, 17<sup>th</sup> of March, 2014) of acting Deputy Head of Vocational Education Development Department of the Ministry of Education and Science of Georgia

I hereby Order:

1. Establish “Sectoral Coordination Council of Employment and Vocational Education and Training” with the following composition:

<b>Ketevan Natriashvili</b> –	First Deputy of Minister of Education and Science of Georgia – Chairperson;
<b>Mariam Jashi</b> –	Deputy Minister of Labour, Health and Social Affairs of Georgia – Deputy Chairperson;
<b>Giorgi Tabuashvili</b> –	First Deputy Minister of Finance – Council Member;
<b>Mikheil Janelidze</b> –	Deputy Minister of Economy and Sustainable Development of Georgia – Council Member;
<b>Ilia Kvitaishvili</b> –	Deputy Minister of Agriculture of Georgia – Council Member;
<b>Tengiz Shergelashvili</b> –	First Deputy Minister of Regional Development and Infrastructure of Georgia – Council Member;
<b>Mariam Rakviashvili</b> –	Deputy State Minister of Georgia on European and Euro-Atlantic Integration – Council Member;
<b>Rati Bregadze</b> –	Deputy Minister of Sport and Youth Affairs of Georgia – Council Member;

<b>Tea Gulua –</b>	Representative of “National Vocational Education and Training Council”, N(N)LE - Executive Director of the Adult Education Association of Georgia – Council Member;
<b>Gia Mamulashvili –</b>	LEPL – Director of National Center for Teachers Professional Development – Council Member;
<b>Elene Jibladze –</b>	LEPL - Director of the LEPL National Center of Educational Quality Enhancement – Council Member;
<b>Noe Kinkladze -</b>	LEPL – Director of Social Service Agency – Council Member;
<b>Philip Dimitrov -</b>	EU Delegation to Georgia – Council Member;
<b>Irakli Petriashvili –</b>	Chairperson of the Georgian Trade Union Confederation – Council Member;
<b>Mikheil Chelidze -</b>	N(N)LE - Chairperson of the Supervisory Board of Georgian Small and Medium Enterprises Association – Council Member;
<b>Irina Kvakhadze -</b>	N(N)LE - Deputy Executive Director of Georgian Business Association – Council Member;
<b>Sergo Turmanidze -</b>	N(N)LE – Association Management Center (AMC) – Council Member;
<b>Kakhaber Daushvili -</b>	N(N)LE – Project Coordinator at Young Economist Association of Georgia – Council Member;

2. With a view to participating in composition of the Employment and Vocational Education and Training Sectoral Coordination Council as an observer, the following institutions were requested to nominate their representatives :

- a) UN agencies operation in Georgia, including United Nation Development Programme in Georgia (UNDP Georgia) and the International Organization for Migration (IOM);**
- b) Georgian Chamber of Commerce and Industry;**
- c) Millennium Challenge Account – Georgia;**
- d) German Society for International Cooperation (GIZ)**

3. Approve the Statute of the “Employment and Vocational Education and Training Sectoral Coordination Council” in accordance with the Annex of the present Order.

4. Chairperson of the council is delegated to provide the first meeting of the Council no later than March 17, 2014.

5. The order shall be in force from the moment of its signature.

6. The order can be appealed within a month after its publication at the Tbilisi City

Court.(address: 6 David Aghmashenebeli Alley, 12<sup>th</sup> Kilometer, Tbilisi).

## **The Statute of “Sectoral Coordination Council of Employment and Vocational Education and Training”**

### **Article 1. Aim of the “Sectoral Coordination Council of Employment and Vocational Education and Training”**

“Sectoral Coordination Council of Employment and Vocational Education and Training” (Hereinafter – Council) aims to coordinate and monitor the implementation of the Sector Policy Support Programme (Hereinafter - SPSP) for “Employment and Vocational Education and Training” in accordance with the conditions laid down in the Financial Agreement “Employment and Vocational Education and Training” signed between the GoG and EU.

### **Article 2. Functions and Tasks of the Council**

Council Functions and Tasks:

a) Technical and financial monitoring reports and Commitment to the timely preparation and submission of progress reports monitoring by the ministry of labor, health and social affairs and the Ministry of Education and Science within the confines of Sector Policy Support Programme.

b) In order to create full-fledged implementation of guarantees of the Sector Policy Support Programme:

b.a) Ensure establishment or enhancement of thematic working groups within the framework of the Sector Policy Support Programme by the Ministry of Labor, Health and Social affairs and the Ministry of Education and Science.

b.b) Ensure involvement of European Commission in discussion of matters pertaining to the state policy and strategy on important labor market and employment, also vocational education with regard to the implementation of the Policy Matrix/action plan of Sector Policy Support Program (SPSP) that are signed between the Government of Georgia and EU by ministry of education and science of Georgia and Ministry of labor, health and social affairs of Georgia.

b.c) insure that advance notice on the important changes pertaining to the implementation of action plan of policy support programme by the Ministry of Education and Science and the Ministry of Labour, Health and Social Affairs is given to the European Commission.

b.d) insure that advance notice on the important changes pertaining to the implementation of action plan of policy support programme between the government of Georgia and Donors is given to the European Commission.

c) Insure that persons involved within the framework of Sector Policy Support programme funded by the EU, also those engaged in the Technical assistance, including members of specialized missions (revision, audit, evaluation and etc) have access to the following documents on implementation of Sector Policy Support Programme

c.a) banking documentation on transfer payments effected with regard to the implementation of the Sector Policy Support Programme.

c.b) Legislative acts, normative acts of the government of Georgia and other legislative/regulatory and administrative-legal acts, aslo drafts of these acts adopted in the key areas for implementation of the Sector Policy Support Programme;

c.c) Reports drafted and Agreements concluded with the International Monetary Fund (IMF), World Bank (WB), the United Nations (UN) and its family agencies and the Council of Europe (CoE) and its family agencies in the key areas for implementation of the Sector Policy Support Programme;

c.d) Reports drafted and Strategy documents adopted for facilitating operation of the government of Georgia and the donors that were not envisaged in subparagraph "c.c" of this paragraph and the government of Georgia in the key areas for implementation of the Action Plan of the Sector Policy Support Programme;

c.e) Reports drafted and Strategy documents adopted for facilitating operation of the government of Georgia and the donors that were not envisaged in subparagraph "c.c" of this paragraph in the key areas for implementation of the Sector Policy Support Programme.

### **Article 3 Powers of council**

The Council shall be empowered to:

- a) Establish working mandate and appropriate monitoring mechanism for the course of the sector policy support programme;
- b) Consider reports on implementation of the sector policy supporting programme and in case of need, give recommendations to the appropriate side;
- c) Define problems and solutions thereto expected in the process of implementation of the sector policy supporting program;
- d) Propose the European Commission to discuss changes in implementation of the Sector Policy Support Programme, due to external factors and changing circumstances;
- e) On the basis of a request submitted by the Ministry of Education and Science of Georgia and/or Ministry of Labor, Health and Social Affairs of Georgia, provide them

with recommendation on decisions and draft legal acts related to the implementation of the Sector Policy Support Programme;

- f) Provide assistance in carrying out necessary communication to organizations, missions and individuals involved in scrutiny and control over the course of implementation of the Sector Policy Support Programme;
- g) Request and receive information necessary for the activities of the council from the Ministries of Georgia, other public agencies and organizations;
- h) In case of necessity, make a decision to invite members of other Ministries or organizations, Georgian civil society, representatives of the European Commission's Technical Assistance in Judicial Reform in Georgia, Experts of European Training Foundation, experts of international organizations or other relevant stakeholders as observers or experts;
- i) Exercise other authority with the consent of members of the Council for implementation of the functions and tasks of the Council as envisaged in Article 2 of the present Statute.

#### **Article 4. Management of the Council and Rules of Operation**

1. Council is authorized if the council are attended by at least a half of the council members;

2. Council is presided by the chairperson or co-chairperson of the council, which:

- a) Guides activities of the council;
- b) Approves the Agenda of the council upon the submission of the secretariat;
- c) Instructs the Council Secretariat to convene the Council meeting and presides them;
- d) Represents the council in its relations with third parties;
- e) Provides implementation of other activities necessary for the functioning of the council;

3. Co-chairperson presides the council in case of absence of the chairperson.

4. Secretariat of the council that shall be set up by the Council and shall be composed of employees from the Ministry of Education and Science of Georgia and the Ministry of Labor, Health and Social Affairs, provides to organize the council meetings and monitor the implementation of the tasks given by the chairperson.

5. Each member of the council has one vote.

6. The council decision regarding the recommendations shall be made by a simple majority vote of the attending members. In case of equal distributions of vote, the chairperson's vote shall be decisive.

7. Council secretariat writes a minutes, executes all the tasks of the chairperson and prepare all

the documents for signature.

8. The Council meets at least once every three months. If necessary, an extraordinary session of the council shall be convened on the basis of the request of the Chairman or a majority of the Council members.

#### **Article 5. Ensuring the activities of the Council**

1. Council secretariat implements the organizational - technical and intellectual support of the Council activities.
2. Council secretariat ensures:
  - a) Implementation of the activities necessary for arrangement of the council meeting;
  - b) Preparation of agenda of the council meeting;
  - c) Systematization, storage and official production of record for minutes containing the course of the council meetings and decisions taken on the council meetings;
  - d) Coordination of relations with and information exchange among the members of council and thematic working groups with a view to fulfilling the tasks of the Council;
  - e) Coordination to prepare informational-analytical and reporting materials that are important for implementation of the Sector Policy Support Programme;
  - f) Directing other activities required for the exercise of powers of the Council.