

# Order №89 / N of the Minister of Education and

Science of Georgia

September 14, 2010 Tbilisi

## On establishment of Legal Entity of Public Law - National Center for Educational Quality Enhancement and Approval of its Provision through Reorganization of Legal Entity of Public Law - National Center for Education Accreditation

Based on Paragraph 3(a) of Article 3 and Paragraphs 4 and 6 of Article 32 of the Law of Georgia on Educational Quality Enhancement, Paragraph 1(x) of Article 26 of the Law of Georgia on General Education, Paragraph 2(c) of Article 5 of the Law of Georgia on Legal Entities of Public Law, Article 61 of the General Administrative Code of Georgia and Paragraph 2(l) of Article 3 the provision approved by decree № 37 of the Government of Georgia on the Approval of the Provision of the Ministry of Education and Science of Georgia of May 21, 2004, I hereby order:

1. Legal Entity of Public Law - National Center for Educational Quality Enhancement was established through Reorganization of Legal Entity of Public Law - National Center for Education Accreditation.
2. The annexed provision of the Legal Entity of Public Law – National Center for Educational Quality Enhancement shall be approved.
3. Order № 222 of the Minister of Education and Science of Georgia of March 27, 2006 on the Establishment of the Legal Entity of Public Law – National Center for Educational Accreditation and Approval of its Provision shall hereby be revoked.
4. Order shall enter into force upon publication.

D. Shashkin

## Provision of the Legal Entity of Public Law - National Center for Educational Quality Enhancement

[Order №165/N of the Minister of Education and Science of Georgia of December, 30, 2014 - web-site 31.12.2014](#)  
[Order №175/N of the Minister of Education and Science of Georgia of December, 29, 2016 - web-site 29.12.2016](#)

### Chapter I

#### General Provisions

##### Article 1. General Provisions

1. The Legal Entity of Public Law - National Center for Educational Quality Enhancement (hereinafter - the Center) is established to promote education quality enhancement.
2. The center is a legal entity of public law within the management framework of the Ministry of Education and Science of Georgia (hereinafter - the ministry).
3. The center shall be independent in its activities. It manages its performance by adhering to publicity and transparency principles and guided by the Constitution of Georgia, the international treaties and agreements of Georgia, the Law of Georgia on Educational Quality Enhancement and other legislative acts, this provision and other legal acts.
4. The center shall acquire rights and obligations and appear before the court and in relationships with third persons in its name.
5. The Center shall have the independent balance, bank and/or treasury account, logo, seal with the imprint of small state coat of arms and other requisites of a legal entity;
6. The legal address of the center is: Georgia, Tbilisi 0193, Aleksidze street, №1.

### Chapter II

#### Goals and Functions of the Center

##### Article 2. Goals of the Center

Goals of the Center are:

- A) Promote the formation of internal mechanisms of educational quality, implementation of external mechanisms and their further improvement through cooperation with educational institutions and other interested parties;
- B) Promote free movement of pupils, vocational students, students, graduates and academic personnel with a view to ensuring learning, teaching, research and employment in Georgia, as well as abroad;
- C) Promote development of quality education culture in educational institutions;
- D) Promote the integration of Georgian educational institutions into international space and increase confidence in them;

##### Article 3. Center functions

To attain the goals, set in Article 2 of this provision the center:

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A) Performs authorization to educational institutions and accreditation to educational programmes, controls adhering to the authorization and accreditation standards via monitoring;

B) Performs development and continuous improvement of authorization, accreditation and professional standards;

B<sup>1</sup>) Ensures the management and development of the National Qualifications Framework and Classifiers of Learning Areas;

C) Carries out formation of professional and higher education sector councils / working groups and administrative support of their work for the purpose of elaborating and developing field specifications, professional standards, and professional education program framework documents;

D) Develop recommendations, implement evaluations, and hold training's, seminars, and conferences for the development of education quality culture in educational institutions;

E) Provides consultation services for educational institutions and other interested parties regarding the quality assurance mechanisms, plans and implements supporting measures;

F) Recognizes the education and confirm the authenticity of educational documents issued in Georgia;

G) Maintains the registry of educational institutions; H) Implements administration of the mobility process;

I) Checks the linguistic correctness of the state document certifying education; J) carries out supporting economic activities;

L) Exercises other powers envisioned by the legislation of Georgia.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

### Chapter III Management and structure of the Center

#### Article 4. Center Management

1. Center Management Bodies are:

A) Director

B) Coordinating Council.

2. The center is managed by the Director, who shall be appointed and dismissed by the Minister of Education and Science of Georgia (hereinafter - Minister) in agreement with the Prime-Minister of Georgia.

3. The director has a deputy / deputies, who is appointed and dismissed by the director in agreement with the Minister. In case of absence of the Director of the Center or if he/she is unable to perform directors obligations, his duties are fulfilled by the employee of the Center defined by the Director.

4. The functions of deputy director are determined by the Director.

5. The Coordinating Council is a collegial body designed to ensure involvement of interested parties in the management and development of the Center.

#### Article 5. Rights and Obligations of the Director of the

**Center 1. Director of the Center:**

A) Manages the center, coordinates the structural units and represents the Center within the authority granted by the legislation;

B) Appoints and dismisses the center staff in accordance with the procedure prescribed by the legislation, concludes labor agreements with them;

C) defines the functions and obligations of the structural units / subdivisions, distributes duties among the staff of the center, gives them the relevant instructions and tasks, and delegates the authority;

D) Uses encouragement and disciplinary measures against center staff; is entitled to salary bonus to center staff in accordance with the rules established by the legislation of Georgia;

E) Controls the activities of the structural units of the Center; F) Approves the strategic and action plans of the Center;

G) (Removed - 28.12.2017, №207/N);

H) Approves the rules of information security for internal use, which serve to establish, implement, operate, supervise, support, and improve information security management system and defines the organization's information security policy;

I) Issue the document confirming the representation of the Center, based on the functions of the Center;

J) Announces competitions with an individual administrative-legal act and creates a competition commission;

K) is authorized to approve the rule/rules regulating the relevant issue with its own individual administrative-legal act in case of need of an additional / detailed regulation regarding matters falling within the competence of the Center, which will not be contrary to the applicable Georgian legislation;

L) Is authorized to create field councils, commissions and / or other advisory bodies to prepare the relevant conclusions and recommendations for the study of individual issues, in case of necessity, in order to increase the efficiency of the activities to be implemented within the competencies of the Center, also, if necessary, approve the rule of their activities;

M) In accordance with the legislation, issue an individual administrative-legal act - order; N) Approves staff schedule of the center in agreement with the Ministry;

O) Approves the internal regulations of the Center and the rules of proceedings;

P) submits to the Minister the draft amendment to the provision of the Center;

Q) In accordance with Article 12 of the Law of Georgia on Legal Entity of Public Law, agrees with the Government the relevant draft budget, staff list and salary fund;

R) Performs other functions envisaged by the legislation.

2. The Director within its competence, is responsible for the legitimacy of the Center's activities. *Order №153/N of the Minister of Education and Science of Georgia of August 31, 2017 - web-site 31.08.2017 Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

## **Article 5<sup>1</sup>. Coordinating Council.**

1. The members of the Coordinating Council shall be appointed for the term of 2 years by the Minister of Education and Science of Georgia by submission of the Director of the Center.

2. The Coordination Council consists of at least 5 and not more than 13 members. A person may be appointed as a member of the Coordinating Council only twice in a row.

3. The composition of the Coordinating Council may include: Representative of the Ministry, heads of educational institutions based on the form of legal entities of public law and the form of legal entities of private law, representatives of employers and civil (non-government) sectors, representatives of international organizations working in direction of education, also foreign specialists and other persons whose knowledge and expertise will be important for the development of the Center's activities.

4. A member of the Coordinating Board cannot be the Director of the Center or other staff of the Center.

5. The Coordination Council will discuss:

A) Action / Strategic Plans of the Center, elaborates proposals about the amendments to them and the main directions of the Center's activities;

B) Authorization and accreditation standards and procedures, elaborates proposals for their further improvement;

C) The report of Center activities and the draft budget of the Center;

D) Results of external evaluation of the Center's activities;

E) Possibilities of international cooperation in the field of education quality assurance and elaborates relevant recommendations.

6. The chairperson of the Coordinating Council is elected by the members of the Council from its composition, for the term of office of the same Council.

7. In case of absence of the Chairperson of the Coordinating Council, one of the members of the Coordination Council is fulfilling his duties on his orders.

8. Chairperson of the Coordinating Council convenes and leads the session of the Coordinating Council.

9. The Coordinating Council sessions are held twice a year. Also, it is possible to convene an extraordinary session of the Coordination Council by the Director of the Center or by the Chairman of the Coordinating Council on the request of 1/3 of the Coordinating Council members.

10. The Coordinating Council is authorized if the session is attended by more than half of the Council members.

11. Each member of the Coordinating Council has right to one vote. The Coordinating Council shall make a decision by a majority of the members present.

12. Decisions of the Coordinating Council shall be formalized with a minutes, which is signed by the Chairperson of the Council and the Secretary of the session. In case if any member of the Council disagrees with the decision made at the session, he/she is entitled to request stating of separate opinion in the minutes of the session

13. The members of the Coordinating Council are obliged to take part in the work of the Council and to observe the confidentiality of the information they become aware of during carrying out activities of the Coordinating Council member.

14. Activities of the members of the Coordinating Council are performed without remuneration. In case of a membership of a foreign citizen in Coordinating Council within the working visit, the Center shall be entitled to reimburse the travel (international and local; taking into account cost of travel in relevant direction, but no more than value of economy-class (or its corresponding class) ticket) temporary accommodation and daily norm expenses (in amount of 150 GEL).

15. The Coordinating Council is authorized to hold the session and discuss issues in remote electronic format in the following cases:

A) By the decision of the Chairperson of the Coordinating Council;

B) At the written request of more than half of the Coordinating Council members;

C) At the request of the Director of the Center, if the session of the Coordinating Council in remote electronic format shall be justified by technical reasons, financial and / or other reasonable grounds.

16. In case of holding a session of the Coordinating Council in a remote electronic format:

A) Information materials on the agenda, date / time and issues to be discussed at the session shall be forwarded to the members of the Coordinating Board in advance at their the e-mail for the purpose of familiarization;

B) Members of the Coordinating Council participate in the session through the Internet ("Skype" or other communication application) by simultaneous access to it;

C) The draft minutes of the session shall be sent to the participant members of the Coordinating Council by e-mail;

D) In case if any member of the Coordinating Council who participated in session via a remote electronic format does disagrees with the decision made at the session, he/she is entitled to request stating of separate opinion in the minutes of the session

E) After holding a session of the Coordinating Council via remote electronic format, decisions of the Coordinating Council shall

be formalized by the minutes, which shall be signed by the chairperson of the Coordination Council and the secretary of the session.

17. The administrative support of the Coordination Council is carried out by the Center.

## Article 6. Center structure

1. The Center shall ensure implementation of its powers through structural units - services and divisions.
2. By the order of the Director of the Center, a structural subdivision in the form of a division / divisions may be created within the Center's structural unit.
3. The powers of the structural units / subdivisions of the Center may be additionally defined by the Director of the Center, in case of necessity, as in the internal regulation of the structural unit / subdivision.
4. Structural units of the center are:
  - A) Higher Education Quality Assurance Service;
  - B) Vocational Education Quality Assurance Service; C) Quality Assurance Service of General Education;
  - D) Registry Division;
  - E) Qualification Development Division; F) International Education Service;
  - G) Legal Service;
  - H) Human Resources Division; I) Proceedings Division;
  - J) Procurement and Logistics Division; K) (Removed - 28.12.2017, №207 / N);
  - L) Financial Support Division; M) Internal Audit Service
  - N) Public Relations and Organizational Division;
  - O) Strategic Development and International Relations Service
5. The number of employees of the structural units of the center is determined by the staff list of the center;
6. The decision made by the Director of the Center, his/her Deputy / Deputies, Head of the Structural Unit will be appealed to the Court.
7. In case of absence of the head of the structural unit of the center his duties are performed by the person defined by the director of the center.  
*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

## Article 7. Higher Education Quality Assurance Service

1. Higher Education Quality Assurance Service consists of the following structural subdivisions:
  - A) Authorization Division of Higher Education Institutions; B) Accreditation Division of Higher Educational Programs;
2. Functions of the Higher Education Quality Assurance Service, other than functions of the structural subdivisions included therein, are:
  - A) Implementation and development of quality assurance mechanisms of higher education in accordance with the requirements of the Bologna Process, including requirements of the Quality Assurance Standards and Guiding Principles of European Higher Education Area (ESG);
  - B) Promoting the recognition of accreditation granted to higher education programs, including joint higher education programs developed by the foreign organization having relevant competence in adherence with requirements of the Georgian legislation;
  - B1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;
  - C) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;
  - D) Timely reaction to correspondence received in the Center in compliance with the applicable Legislative acts of Georgia;
  - E) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;
  - F) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;
  - G) Performing other duties envisaged by the legislation;
  - H) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
3. The functions of authorization division of higher education institutions are as follows:
  - A) Implementation of authorization process in accordance with applicable legislative acts, ensuring the credibility of the authorization process and publicity of its results;
  - B) Elaborate recommendations for the development of authorization standards and procedures;
  - B<sup>1</sup>) Cooperate with international experts, organizations and foreign quality assurance agencies to implement authorization process, as well as to develop authorization standards and procedures;
  - C) Development and implementation of effective monitoring mechanisms for determination of compliance with authorization standards;
  - D) Management and development of experts' corps;
  - E) Provide consultation services for educational institutions and other interested parties concerning authorization issues, planning and implementation of supportive measures;
  - F) Preparation of recommendations and guidelines for educational institutions and other interested parties;
4. The functions of accreditation division of higher education institutions are as follows:
  - A) Implementation of accreditation process in accordance with applicable legislative acts, ensuring the credibility of the accreditation process and publicity of its results;
  - B) Elaborate recommendations for the development of accreditation standards and procedures;
  - B<sup>1</sup>) Cooperate with international experts, organizations and foreign quality assurance agencies to implement accreditation

process, as well as to develop accreditation standards and procedures;

C) Development and implementation of effective monitoring mechanisms for determination of compliance with accreditation standards;

D) Management and development of experts' corps, including promotion of involvement of international experts in the accreditation process;

E) Provide consultation services for educational institutions and other interested parties concerning accreditation issues, planning and implementation of supportive measures;

F) Preparation of recommendations and guidelines for educational institutions and other interested parties;

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## **Article 8. Vocational Education Quality Assurance Service**

Functions of Vocational Education Quality Assurance Service are:

A) Implementation of accreditation and authorization process in accordance with applicable legislative acts, ensuring the credibility of those processes and publicity of its results;

B) Elaborate recommendations for the development of accreditation and authorization standards and procedures;

C) Development and implementation of effective monitoring mechanisms for determination of compliance with accreditation and authorization standards;

D) Management and development of experts' corps;

E) Preparation of recommendations and guidelines for educational institutions and other interested parties;

F) Introduction, support and monitoring of vocational education programs;

G) Participation in elaboration and development of professional standards, professional educational program framework- documents and modules

H) Participation in the development of the methodology and rule of professional standards, professional educational program framework- documents and modules

I) supporting the elaboration and development of educational resources and methodical textbooks; J) Cooperation with different interested parties in the field of professional education quality assurance;

J1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;

K) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;

L) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;

M) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;

N) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;

O) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;

P) Performing other duties envisaged by the legislation;

Q) Performing other tasks of the head, which does not contradict the active legislation of Georgia.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

## **Article 9. General Education Quality Assurance Service** The functions of the

General Education Quality Assurance Service are:

A) Implementation of accreditation and authorization process in accordance with applicable legislative acts, ensuring the credibility of those processes and publicity of its results;

B) Elaborate recommendations for the development of accreditation and authorization standards and procedures;

C) Development and implementation of effective monitoring mechanisms for determination of compliance with accreditation and authorization standards;

D) Management and development of experts' corps;

E) Preparation of recommendations and guidelines for educational institutions and other interested parties;

F) Cooperation with international organizations concerning quality assurance issues, preparation of appropriate recommendations and proposals;

F1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;

G) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;

H) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;

I) Provide consultation services for educational institutions and other interested parties concerning accreditation and authorization issues, planning and implementation of supportive measures;

J) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;

K) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;

L) Performing other duties envisaged by the legislation;

M) Performing other tasks of the head, which does not contradict the active legislation of Georgia.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

## **Article 10. Registry Division** The functions of

the Registry Division are:

A) Maintain and monitor the registry of educational institutions in accordance with the applicable legal acts of Georgia;

B) Maintaining / processing information about licensed / unauthorized higher education institutions and persons enrolled in them;

C) Administration of student mobility process from one higher education institution to another higher education institution in Georgia in accordance with Georgian legislation;

D) Promoting the process of granting state funding within its competence in accordance with Georgian legislation;

E) Promoting the process of recognition / authenticity of the education received by the person in accordance with the Georgian legislation;

E1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are

- within the scope of their competence;
  - F) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;
  - G) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;
  - H) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;
  - I) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;
  - J) To verify the accuracy of information reflected in the special card-questionnaire drafted by the educational institution in accordance with the applicable legal acts and appropriate response to it in collaboration with the Qualifications Development Division;
  - K) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;
  - L) Performing other duties envisaged by the legislation;
  - M) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
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## **Article 11. Qualifications Development Division**

The functions of the Qualifications Development Division are:

- A) Carrying out activities in accordance with the applicable legislation;
  - B) Development of the National Qualifications Framework and Classifiers of Learning Spheres and preparation of appropriate proposals;
  - C) Development and management of development of the qualification framework of the "Lifelong Learning";
  - D) Planning and managing relevant measures to ensure the availability of information related to the qualifications and to ensure the compatibility, comparability and transparency of qualifications at the international level;
  - E) Development of the methodology and rule of professional standards, professional educational program framework- documents and modules;
  - F) Management of professional standards, Framework Documents of Professional Educational Program, Modular Development / Processing Process, Preparing Proposals and Presentation to the Director of the Center; G) preparation of conclusions regarding the definition of the field of study and the formation of qualifications;
  - H) Participation in public hearings and field council of sessions within its competence;
  - I) elaboration of methodology and rules for the recognition of informal education, promotion and monitoring of the implementation;
  - J) Develop recommendations regarding evaluation of student / vocational student; K) Creation / maintaining of the Registry of Qualifications;
  - L) Elaboration of recommendations based on research and analysis of international experience and best practices;
  - M) To cooperate with the Registry Division for verification of the accuracy of information provided in the special card-questionnaire drawn up by the educational institution in accordance with the applicable legal acts and relevant response;
  - M1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;
  - N) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;
  - O) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;
  - P) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;
  - Q) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;
  - R) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;
  - S) Performing other duties envisaged by the legislation;
  - T) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
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## **Article 12. International Education Service**

The functions of the International Education Service are:

- A) Recognition of education received abroad in accordance with the applicable legislation;
- B) Communication and coordination with the European Information Centers and National Academic Recognition Information Network (ENIC-NARIC Network);
- C) Confirmation of the validity of educational documents issued in Georgia; D) Recognition of education received in Georgia;
- E) Ensure issuing a professional diploma / diploma on the basis of document confirming recognition of education;
- F) Implementation of the measures envisaged by the legislation to ensure the certification / legalization by apostle of the documents issued by the Ministry and bodies within its system, as well as of the documents issued by the educational institutions within their competence;
- G) Maintaining of document turnover, including preparation of the documentation to be transferred to the archive in compliance with the rules established by the relevant legal acts;
- H) Recognition of documents certifying the education provided by educational institutions of the Apostolic Autocephalous Orthodox Church of Georgia in accordance with the rules established by the relevant legal acts;
- I) check the linguistic correctness of a state document certifying education;
- I1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;
- J) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;
- K) Timely reaction to correspondence received in the center within its competence in accordance to the applicable legislation of Georgia;
- L) Informing of other structural units and interested parties of the Center within the scope of its own competence and organizing / conducting training's on relevant issues and providing consultations, including to citizens / applicants;
- M) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency taking into account international experience;

- N) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;
  - O) Performing other duties envisaged by the legislation;
  - P) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
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### Article 13. Legal Office

1. The legal office consists of the following structural subdivisions: A) lawmaking division;  
B) Dispute Division
  2. Functions of the legal office, other than functions of the structural subdivisions included therein, are:  
A) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;  
B) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;  
C) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;  
C1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;  
C2) Delivering of processed/produced information within the scope of their own competence to the person responsible for issuing public information; D) performing other duties envisaged by the legislation;  
E) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
  3. Functions of the lawmaking division are:  
A) Elaboration drafts of the internal regulations of the Center and other internal legal acts regulating the activities of the Center;  
B) Preparation of the draft normative acts related to the issues related to the Center's competence and improvement of the normative base;  
C) Facilitate proper functioning of other structural units of the Center in legal terms; D) (Removed - 28.12.2017, №207/N);  
E) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia.
  4. The functions of the Dispute Division are:  
A) Providing the Center's representation in the other administrative body and court in accordance with established procedure;  
B) Involvement in activities aimed to improve their activities.
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### Article 14. Human Resources Division

The functions of the Human Resources Division are:

- A) Managing personnel policy of the Center in accordance with the legislation of Georgia and the regulations governing the internal activities of the Center;
  - B) Organize the process of attracting and selecting human resources, preparation of draft labor agreements;
  - C) Administration of documentation of personnel nature;
  - D) Formation and management of personal cases of employees;
  - E) Organize and implement staff evaluation process;
  - F) Initiate and organize the activities necessary for the promotion of corporate culture and professional development of employees;
  - G) Organize and manage the internship process;
  - H) Monitoring the fulfillment by employees of obligations under the internal regulations of the Center and the contract;
  - I) Preparation of relevant documentation for remuneration of employees;
  - J) Promoting the selection and activity of experts in collaboration with the relevant structural units of the center;
  - J1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;
  - K) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;
  - L) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;
  - M) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;
  - N) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;
  - O) Performing other duties envisaged by the legislation;
  - P) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
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### Article 15. Proceedings Division

The functions of the Proceedings Division are:

- A) Carrying out activities related to case proceedings in accordance with the applicable legislation of Georgia and in accordance with acts regulating internal activities of the center;
  - B) Monitoring of the Center's proceedings and providing information on statistical data to the relevant services within the scope of the competence for response;
  - C) Checking and submittin documentation prepared in accordance with the nomenclature of the Center, ensuring access to the archived materials and the issuanceing of copies;
  - C1) Cooperatiøng with the Center's~~for~~ Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;
  - D) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;
  - E) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;
  - F) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;
  - G) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of
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- the quality of work and increasing efficiency;
  - H) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;
  - I) Performing other duties envisaged by the legislation;
  - J) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
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#### **Article 16. Procurement and Logistics Division**

The functions of the Procurement and Logistics Division are:

- A) Planning and implementation of state and other types of procurement (hereinafter - procurement) in accordance with applicable legislation of Georgia and regulating acts the internal activities of the Center;
  - B) Monitoring and analysis of procurement processes;
  - C) Preparation of procurement agreements and monitoring of fulfillment of the terms of this agreement;
  - D) Presentation of reports on current procurement's;
  - E) Plan, supply, store, distribute, record, care and update the material and technical resources of the Center in compliance with the applicable legislation of Georgia and regulating acts the internal activities of the Center;
  - F) Management of warehouse;
  - G) Planning and implementation of the inventory process of material values included in the balance of the center;
  - H) Management of Center car poll and organizing activities necessary for its proper functioning g as well as monitor the honest performance of drivers according to the schedule of their own duties;
  - I) ensuring proper functioning of communication and electronic technologies; J) maintenance of the real estate of the center;
  - K) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;
  - L) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;
  - M) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;
  - N) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;
  - O) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;
  - P) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;
  - Q) Performing other duties envisaged by the legislation;
  - R) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
- Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

#### **Article 17. Removed**

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

#### **Article 18. Financial Support Division**

The functions of the Financial Support Division are:

- A) Maintaining the current financial activity of the Center in compliance with the applicable legislation of Georgia; B) Preparation of the draft budget of the Center;
  - C) Monitoring of the execution of the center's budget;
  - D) Maintaining the Center's accounting records- reports accounting and compiling balance;
  - E) Prior financial analysis of the Center's projects;
  - F) Defining the service fees of the Center according to the applicable legislation of Georgia; G) Prepare financial reports of the Center;
  - H) Carrying out operations related to the receipt / issuance of property in accordance with the rules defined by the legislation of Georgia except for state procurement;
  - H 1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;
  - I) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;
  - J) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;
  - K) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;
  - L) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;
  - M) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;
  - N) Performing other duties envisaged by the legislation;
  - O) Performing other tasks of the head, which does not contradict the active legislation of Georgia.
- Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

#### **Article 19. Internal Audit Service**

The functions of the Internal Audit Service

are:

- A) Carrying out an audit in accordance with the regulating acts of internal activities of the Center and the law of Georgia on "State Internal Financial Control" and "Information Security";
- B) Evaluation / monitoring of compliance of the structural units of the Center with the Georgian legislation and elaboration of recommendations;
- C) Within the competence planning and implementation of supporting activities of structural units of the Center to effectively manage their activities;
- D) Cooperation with other structural units of the Center and interested persons within its competence;
- E) To examine and detect existence the offense fact in the center, official misconduct and / or action inconsistent with aims of the center to identify their causing and / or support the reason and implement preventive measures, if necessary, prepare the conclusion



and submit to the director;

F) Implementing secret proceedings, ensuring protection of the secrecy regime related to relevant information and documentation provided by the applicable legislation;

F 1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;

G) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;

H) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;

I) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;

J) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;

K) Performing other duties envisaged by the legislation;

L) Performing other tasks of the head, which does not contradict the active legislation of Georgia.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

## **Article 20. Public Relations and Organizational Division**

Functions of the Public Relations and Organizational Division are:

A) Define and implement a public relations strategy based on the Action Plan of the Center;

B) Administration of the official website of the Center, social networks and e-mails;

C) Cooperate with the relevant structural units of the Center to ensure the organizational issues to effectively implement the activities established within the competence of the individual structural units of the Center and the Center;

D) Hotline administration;

E) Organize the process of issuing any information on communication with media, the center and activities of the center;

F) Ensure issuance of public information and proactively publishing information;

G) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;

H) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;

I) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;

J) Cooperation with other structural units of the Center, based on the functions and purposes of the Center;

K) Performing other duties envisaged by the legislation;

L) Performing other tasks of the head, which does not contradict the active legislation of Georgia.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

## **Article 21. Strategic Development and International Relations Service**

1. The Strategic Development and International Relations Service consists of the following structural subdivisions:

A) Strategic Development and Analysis Division; B) International Relations Division.

2. The functions of the Strategic Development and International Relations Service, except for the functions of the structural subdivisions within it, are:

A) Provision of elaborated/produced information within the competence to the person responsible for issuing public information;

B) Timely reaction to correspondence received in the Center in compliance with the applicable Legislation of Georgia;

C) Inform the other structural units of the Center and interested parties within its competence and organize / conduct training and consultations on relevant issues;

D) Analysis of its activities regarding the issues falling within the competence, developing recommendations for improvement of the quality of work and increasing efficiency;

E) Cooperation with other structural units of the Center, based on the functions and purposes of the Center

E 1) Cooperation with the Center for Public Relations and Organizational Division to effectively implement the activities that are within the scope of their competence;

F) Performing other duties envisaged by the legislation;

G) Performing other tasks of the head, which does not contradict the active legislation of Georgia.

3. The functions of the Strategic Development and Analysis Division are:

A) Develop, update and monitor implementation of the Strategic and Action Plans of the Center;

B) Introduction of the management model oriented on the development of the center (training's, consultations, validation), administration and development of relevant materials (information, guides);

C) Facilitate introduction of the management model oriented on the development of the educational institutions (training's, consultations, validation, development of relevant materials);

D) Develop proposals for the introduction of new methods of management and technologies in the center;

E) Facilitate the effectiveness and increase efficiency of the work processes and procedures of the Center and to carry out relevant activities, including relevant research for this purpose;

F) Analyze the expediency of the initiatives and projects of the Center; G)

(Removed- 28.12.2017, №207/N)

H) Determination of the rules for developing the report on the activities of the Center and coordinating the preparation of reports;

I) Provide information security to the Center in accordance with applicable legal acts.

4. The functions of the

International Relations Division are:

A) Conduct the process of integration into the international organizations / associations / networks in accordance with the Center's Strategy and coordinate cooperation with them;

B) Cooperation with the Ministry within the competence of the Center in order to facilitate Bologna Process;

C) Gathering, analyzing and planning the ways of their implementation to disseminate recommendations of international partner organizations in Georgian educational space;

D) Planning, implementation and coordination of joint international projects in order to promote internationalization of education;

E) Promote international accreditation and coordinate cooperation with international partners for that purpose;

F) Implementing measures aimed at raising awareness about its policies in the EU and education field;

G) Supporting the implementation of relevant changes in the field of education and promotion of implementation of obligations under international agreements in order to promote European integration;

H) Coordination of co-operation of other structural units of the Center with international partners and donor organizations;

- I) coordination of international evaluation processes related to the activities of the Center;
- J) Finding and attracting donors and funds for projects and programs related to organizational development of the Center.

*Order №207/N of the Minister of Education and Science of Georgia of December, 28, 2017 - web-site 28.12.2017*

## **Chapter IV**

### **Center's property and financing, state control**

#### **Article 22. Center Property**

1. In order to carry out the goals and implement the assigned functions, the center has a property whose rule of formation is determined by the legislation of Georgia.
2. The property of the center is reflected in its independent balance sheet.

#### **Article 23. Funding and reporting of the Center**

1. The sources of funding of the Center are:
  - A) Targeted funds allocated from the state budget of Georgia; B) Fees for services rendered by the Center
  - C) Targeted credits and grants;
  - D) Income received from the work performed on the basis of the contract; E) income received as a gift and donation;
  - F) Other income allowed under the Georgian legislation.
2. The Center is obliged to carry out the accounting of and reporting on financial and economic activities, draw up the balance sheets and submit them to the Ministry for approval in accordance with the legislation of Georgia,
3. Center is accountable on the targeted use of budget funds according to the rules established by the legislation of Georgia,
4. The annual balance sheet of the center shall be verified by an independent auditor appointed by the Ministry.

#### **Article 24. Control over the activities of the Center**

Control over the activities of the Center is undertaken by the Ministry in accordance with the Law of Georgia on Legal Entity of Public Law.

## **Chapter V.**

### **The rule for making amendments in the provision of the center, reorganization or liquidation**

#### **Article 25. The rule for making amendments in the provision of the center, reorganization or liquidation of the center**

1. Changes in the provision of the Center, its reorganization or liquidation shall be carried out in accordance with the rules established by the legislation of Georgia.
2. The property remaining after liquidation of the center shall be transferred to the state according to the rule established by the legislation.