

**PEM/GTZ**  
**VOCATIONAL TRAINING in NORTH EASTERN ALBANIA**  
**Regulations governing the work of the VET Boards**

This Regulation shall regulate the organisation, functioning, role and responsibilities of the Vocational Education and Training Boards as established by the Regional Education Directorate with the support of the PEM/GTZ project 'Vocational Education and training in North Eastern Albania'

**Article 1: Purpose of the establishment of the Board**

- To work at an operational level with the PEM/GTZ project 'Vocational Training in North Eastern Albania'
- To facilitate the development of regional expertise in social partnership;
- To provide capacity building for those involved;
- To improve VET provision ;
- To contribute to increased employment and to regional economic development

**Article 2: Establishment**

2.1 The VET Board shall be set up by the RED with support from the GTZ 'Vocational Training in North Eastern Albania' project. The Director of RED shall act as project sponsor or 'champion' and RED shall invite other organisations to participate by nominating a representative to the Group. RED, with technical support from PEM/GTZ, shall convene meetings, and circulate minutes of meetings.

**Article 3: Role and responsibility of the VET Board**

3.1 The VET Board shall be responsible for:

- exploring the development of social partnership in the region;
- identifying issues for social partnership and suggesting ways forward;
- providing a participation into future discussions about the problems of VET about decentralisation;
- contributing to the development of new courses/training via the GTZ "Vocational Training in North Eastern Albania' project possibly using the mechanism of establishing ad hoc sub groups for this purpose.
- leading and coordinating VET developments in the region
- ensuring the necessary coordination with all Vocational Education and Training stakeholders in the region
- supporting implementation of EU policies and developments for VET
- Acting as an advocate for VET
- supporting and seeking funding mechanisms which would support the work of the Board

3.2 Short-term activities of the VET Board shall be as follows:

- To elect a Chair
- To agree to Terms of Reference
- To develop a working plan for 2009
- To identify Board capacity building needs

3.3 Activity during 2009 shall be likely to include working with the PEM/GTZ project in areas such as

- Matching of offer and demand between VET and labour market
- Definition of the VET-offer
- Definition of short term training programs for unemployed people held in the VE schools
- Coordination of the training places in enterprises for practical training
- Recruitment of students into the Vocational schools, after they finish the 9<sup>th</sup> grade of the primary education
- Support for the students who finish the Vocational school
- Nominate the members of the examinations' committees
- Sponsoring/ public/private partnership projects
- Award ceremony for the best school leavers
- Flyers/ Newsletter/press releases/website

**Article 4: Structure of the VET Board**

4.1 The VET Board shall have full time secretariat provided by RED

4.2 The VET Board shall establish special sub-groups and ad hoc working groups as required for reporting on special sector needs or specified areas of work.

**Article 5: Membership of the VET Board**

5.1 The VET Board has XY members nominated by the following institutions:

- Regional Education Directorate (x representatives)
- Regional Employment Office (x representatives)
- Chamber of Commerce and Industry (x representative)
- Regional Council (Regional Development office) (x representatives)
- Municipality (x representatives)
- VET schools (\_\_\_\_\_) (x representatives)
- Syndicates (\_\_\_\_\_) (x representatives)

5.2 Members are appointed for a period of two years and at the end of the two-year term of office, reappointment or replacement shall take place.

5.3 Additional members can be co-opted by the VET Board if expertise is required in an area (e.g. sector or geographical) not covered by the existing members. Co-opted members shall be appointed only on a temporary basis, and shall not have voting rights.

5.4 Members of the VET Board shall be obliged to respect and adhere to the Regulation.

5.5 The Chair shall report to the RED for replacement of the members who fail to attend three meetings without proper justification.

5.6 Members of the VET Board shall have no right to send a substitute to attend VET Board meetings.

**Article 6: Appointment and Terms of Reference of the Chair and the Vice Chair of VET Board**

6.1 The Chair and vice chair shall be elected by the VET Board members by a simple majority vote.

6.2 The Chair shall organise and chair VET Board meetings.

6.3 The Chair shall take care to coordinate the work and implement decisions made by the VET Board.

6.4 The Vice Chair shall be obliged to take over all duties and responsibilities in the absence of the Chair.

**Article 7: Functioning and accountability of the VET Board**

7.1 The VET Board shall meet at least five times per year.

7.2 Decision making shall be by a simple majority of the total votes, where five members shall be the minimum number of members required for any meeting to take place.

7.3 The VET Board shall report formally on an annual basis to the RED at the end of each calendar year with the report being copied to all organisations represented on the VET Board.

7.4 Agendas for meetings, together with the relevant papers shall be sent out at least one week in advance of the meeting. Minutes shall be finalised and circulated a week after the meeting takes place. The administration of the meetings is the responsibility of the Secretariat seconded from the RED and supported by technical assistance from the PEM/GTZ project.

**Article 8: Financing of the VET Board**

Technical assistance (including some capacity building) shall be provided by the GTZ project 'Vocational Training in North Eastern Albania'. The possibility of some financial support for the work of sub-groups will also be explored. However, it is important that the Board gives some consideration to the issue of sustainability and to how this important work can be supported from the budgets of the participating organisations.

**Article 9**

9.1 This regulation enters into force immediately after its approval from the \_\_\_\_ VET Board

**Article 10**

10.1 Each member of the VET Board shall have the right to initiate review and change of this regulation.

10.2 This regulation will be reviewed one year after its entering into force.

Chair of the VET Board:

Institution \_\_\_\_\_ Name Surname (Signature) \_\_\_\_\_

Members:  
Institution(s) \_\_\_\_\_ Name(s) and Surname(s) \_\_\_\_\_ (Signatures) \_\_\_\_\_

Date: .....