

Minutes on the Meeting of the Coordinating Council

Working Meeting

Minutes of the Meeting №3

Tbilisi

20.06.2023

On June 20, 2023, a meeting of the Coordinating Council of the National Center for Educational Quality Enhancement was held online via the Zoom platform. The meeting was attended by members of the Council, Deputy Directors of the Center and representatives of the relevant departments of the Center. The meeting was held according to the agenda (see Appendix 2).

The meeting was opened by the Deputy Director of the Center, Lasha Margishvili. He greeted the members of the Coordination Council and thanked them for their participation in the work of the Coordination Council. He noted that the Coordination Council is approved by the minister's order on the basis of the Center's submission, and its term of office is set for two years. Lasha Margishvili wished everyone success and noted that he was sure that the next two years will be very important for the Center, since this year the Center is undergoing reassessment by ENQA and it also has to update its registration in EQAR in 2023-24.

Deputy Director of the Center, Kakhaber Eradze, welcomed the Council members. He thanked the members of the previous Council and noted that the majority of the members of the current Council, except for a few ones, were also represented in the previous Council. He wished success to the Council members and he proposed to elect the Head and Secretary for the Council. The Council members put the issue of Rusudan Sanadze's candidacy to the vote. The Coordination Council unanimously supported her candidacy and she was elected the Head of the Coordination Council for the term of two years.

Rusudan Sanadze thanked everyone and noted that this is a great honor for her and she will be happy to continue working in the format of this new composition, if, of course, there is an agreement from their side.

Proponent: 11

Opponent: 0

The candidate for the Secretary of the Council was put to the vote, and Tatia Uberi, the representative of the student self-government, was nominated. In this regard, Lasha Margishvili noted that for the last two years, the representatives of the student organization have been performing the duties of the Secretary, and if Ms. Uberi agrees, the practice will continue. Following her approval, the Coordination Council voted for the election of Tatia Uberi as the Secretary of the Council for a two-year term.

Kakhaber Eradze noted that the first issue to be brought to the Council is a procedural, to once again remind the Council members of their mandate and the rules of work administration. The head of the Center's Planning, Research and International Relations Department, Lasha Zivzivadze, presented the topic. He noted that capacity building of the Council is one of the important issues for the Center and is especially important for the new members of the Coordination Council.

According to the agenda, Lasha Zivzivadze made a presentation on the ENQA members' forum. He noted that in 2022, by the decision of ENQA Council, the Center was given the opportunity to host Georgia Forum on

April 20- 21, 2023. The event was attended by more than 30 countries, representatives of EQAR, EUA, ESU and the working group of the Bologna process. He noted that this event is very good and important in terms of promoting the country and sharing different experiences of higher education. He also noted that at the event, they discussed various issues regarding the development of the quality of higher education. The mentioned forum was successfully held and the National Center for Educational Quality Enhancement received an official letter of thanks from the President of ENQA.

As a third theme on the agenda, Kakhaber Eradze presented amendments in several regulations related to the Center's and Educational Quality Assurance, and put the topic to a vote.

The first topic in the shared presentation concerned making amendments to the Statute of the Center and bringing it more into line with the by-law. Kakhaber Eradze noted that the change will concern the amendment of the Statute of the National Center for Educational Quality Enhancement and the determination of the structural unit responsible for the administrative procedures for obtaining the right to implement the mentioned programs, and this will be the VET Quality Assurance Department. He noted that this service will carry out administrative proceedings regarding the right to receive training in the state language. The second topic was the functions of the Centre, which the Center had been performing until now, but which were not covered by the Statute. This issue is the right to recognize non-formal education, which is also administered by the VET Quality Assurance Department. The third topic is the draft of changes in the authorization provision, namely, changes have been initiated in the General Education section. Changes are also included in the Authorization fee and it becomes more school-oriented. He noted that when a school applies, but changes its mind about the administrative procedure before the formation of the expert group (such case occurred in the Center), in this regard, the school will be fully refunded. The other change is that schools with fewer than 170 students will be given a one- time 50% discount on the Authorization fee, as well as the reimbursement of financial expenses related to the delegation of Authorization experts will change.

On the question and answer panel, Shalva Mekravishvili asked a question regarding business trips. If an expert lives in Gori and his/her visit is scheduled there, according to the rule that the place of the visit is 30 km from Tbilisi, will the planned trip be remunerated or not? Kakhaber Eradze answered that until now the expert visit was remunerated, because his/her place of work was defined the Center, although this is being corrected and it is determined that his/her place of work is defined as the entire territory of Georgia. He noted that in the General Education section, the Center will try not to send an expert to a city and a municipality where his/her main place of residence and work is.

According to the agenda, Lasha Zivzivadze made a presentation on the rationale for the change in the Statute. He noted that content- wise, the regulation will be changed in four directions: strategy and coordination of action plans, coordination of internal quality assurance measures, preparation of relevant studies and thematic analyzes and communication with donors. He also noted that one point was added to the regulation, which refers not only to the implementation of the coordination of the Center and the action plan, but also to the implementation of the corresponding strategies and action plans of various state agencies. Therefore, a new subsection has appeared in the Statute. He also noted that the emergence of a new subsection does not require additional financial resources, it is implemented with administrative resources. He noted that the rest of the issues are of a general and will not prevent the implementation of the action plan corresponding to the 2021-2025 strategy of the center, nor the topic of joining ENQA.

Rusudan Sanadze put the issues to a vote. The mentioned changes were unanimously supported.

Proponent: 11

Opponent: 0

The next topic was a self-assessment document of the Center for renewing the ENQA membership. Nikoloz Parjanadze, head of the Higher Education Quality Assurance Department of the Center, briefly explained and emphasized the importance of the ENQA membership for the National Center for Educational Quality Enhancement, and in particular, spoke about its importance both for the Center and for the educational space in Georgia.

Kakhaber Eradze noted that the ENQA forum was another confirmation and recognition of the activities implemented by the Center. As you know, in 2018 the Center passed the ENQA self- assessment, which was one of the important factors for the Center and Higher Educational Institutions in Georgia, because this recognition allowed the qualifications and diplomas issued by these institutions to be recognized in Bologna member states.

As a result of the 2018 evaluation, certain recommendations were issued and the evaluation of these recommendations was subsequently monitored. Currently, the Center is preparing for further evaluation by the ENQA, and for this purpose, a self- evaluation document of the Center has been prepared, which describes all the details of the Center's activities, as well as the issue of how the Center ensures quality assurance in higher education institutions through external mechanisms. The visit is planned for early October, and by this time, the Center must submit a self-evaluation document, which will be one of the main documents on the basis of which the center's activities will be evaluated. Nikoloz Parjanadze noted that the standards by which the Center is guided are compatible with the 2015 ESG standards and requirements, the fact that ENQA has positively evaluated the Center's activities and that the Center is its member is a proof of this provision. The self-evaluation report document is built on the principles of ESG- 2015, which Nikoloz Parjanadze detailed in his presentation at the meeting of the Coordination Council and shared with the Council members, he also gave brief information about the self- evaluation document.

The structure of the document consists of an introduction, which describes the higher education system in Georgia, the introduction also describes how the self-evaluation document was developed, namely, all stakeholders, current and former employees of the Center, representatives of higher education institutions, were involved in this process, which enabled the Center to present many different perspectives in this document. The document describes the educational system in Georgia, and special emphasis is placed on the quality assurance mechanisms of higher education, as well as the history of the Center and its development stages, and the compatibility of the center's activities with the requirements of ESG-2015.

An important part of the document is the analysis of the recommendations received from the previous assessment, in particular, what measures the Center has implemented and what changes it has made in different directions. The document includes a SWOT- analysis, which allowed the Center to see the process from different perspectives and to objectively assess itself, what it does well and what aspects need to be improved. The self-evaluation document is posted on the official website of the National Center for Educational Quality Enhancement and is publicly available to all interested parties, who have the opportunity to send feedback, which will be considered by the Center. Also, during the last 2 weeks, the representatives of the center met with various stakeholders, namely, the Accreditation and Authorization appeals Council and the invited board members were introduced to the basic structure and content of the document, and received feedback from them. Nikoloz Parjanadze noted that they had met with the representatives of higher educational institutions, who had the opportunity to send feedback until June 16, which the Center will consider and send a revised report to the ENQA headquarters. As part of the planned visit, the ENQA experts will visit the site and discuss the details with various stakeholders.

The presentation briefly mentioned the history of the Center, and Nikoloz Parjanadze named membership of the ENQA, registration in the EQAR, membership of the WFME as the proudest steps for the Center, which is important for the recognition of medical education received in Georgia.

Lasha Margishvili thanked the speaker Nikoloz Parjanadze for the presentation related to ENQA membership and explained to the council that after the arrival of the ENQA group, they will definitely meet with the members of the Coordination Council and go through a number of issues related to the activities of the center, as well as their functions and decision-making. The visit of the group is planned for October, and later the

center will know the exact date of the visit to the Council, and before that, Lasha Margishvili noted that the Coordination Council must meet in September to discuss specific directions. The ENQA group includes experts from Slovenia, Catalonia, Belgium and Sweden.

The issue presented by Nikoloz Parjanadze was accepted by the Coordination Council and did not require a vote.

The following topic was presented about the internationalization of education, which is a strategic direction for the Center and the Center tries to regularly introduce innovations in this direction. Lasha Zivzivadze spoke about the International Network for Quality Assurance Agencies- INQAAHE membership, its goals and tasks, and also presented a full cost-benefit analysis of the Center membership.

Lasha Zivzivadze also made the following presentation on the EQPR, which supports the rapid integration of refugees into the new society. On March 15, Georgia became the 22nd partner country to join the EQPR.

The mentioned two topics required a vote, the first one, which concerned the membership of this organization and the second one, that the center joined the mentioned platform, after which the Center received funding from the Council of Europe which meant the development of guidelines on the recognition of education received by refugees and the conducting trainings for higher education institutions and Center's relevant staff.

The Coordinating Council put the mentioned two topics to a vote and received full approval from the members.

Proponent: 11

Opponent: 0

Maia Kalandadze, head of the Center's financial department, made a presentation about specific changes in the staffing schedule and noted that the Center has started working on budget planning for 2024. The amendments refer to the equalization of the official coefficient of pay of the three department deputies with the coefficients of pay of other department deputies, namely, the change of the official pay of the deputy head of the administration and human resources departments, the deputy head of the procurement and material supply departments, and the deputy head of the educational services development department. Also, Maia Kalandadze noted that the separate organizational department of public relations will be transformed into a service and the position of the head of the department will be equal to the position of the heads of other departments. The Center will pay the mentioned expenses only from its own funds and not from the budget.

The mentioned issue was put to a vote and received full approval from the members of the Coordination Council.

Proponent: 11

Opponent: 0

At the end of the meeting, Lasha Margishvili thanked the members of the Coordinating Council for participating in the discussion of the mentioned issues.

Head of the Coordinating Council:

Rusudan Sanadze



Secretary of the Coordinating Council:

Tatia Uberi



Annex 1: List of attendees of the Coordination Council

The Coordinating Council meeting was attended by the following members of the Council:
a) Cay Etzold - Member of the Coordinating Council
b) Tamar Toloraia - Member of the Coordinating Council;
c) Shalva Mekravishvili - Member of the Coordinating Council;
d) Rusudan Rukhadze - Member of the Coordinating Council;
e) Tamar Samkharadze - Member of the Coordinating Council;
f) Rusudan Sanadze - Head of the Coordinating Council
g) Tatia Uberi- Member of the Coordinating Council; Secretary of the Coordinating Council;
h) Zaza Purtseladze - Member of the Coordinating Council;
i) Irma Kurdadze - Member of the Coordinating Council
j) Maia Shukhoshvili - Member of the Coordinating Council;
k) Natia Jojua - Member of the Coordinating Council;
The following did not attend the meeting of the Coordinating Council:
a) Tea Gulua - Member of the Coordinating Council;
b) Heli Matthiessen - Member of the Coordinating Council;

Annex 2: Agenda of the coordinating council meeting:

დრო/Time	განსახილველი საკითხი / Discussion topic	მომხსენებელი/ Presenter	პოზიცია, ორგანიზაცია / Position, Organization
15:00 - 15:05	<p>მისალმება</p> <p>Introduction</p>	<p>თამარ მახარაშვილი Tamar Makharashvili</p> <p>კახაბერ ერაძე Kakhaber Eradze</p> <p>ლაშა მარგიშვილი Lasha Margishvili</p>	<p>დირექტორი, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი Director, National Center for Educational Quality Enhancement</p> <p>დირექტორის მოადგილე, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი Deputy Director, National Center for Educational Quality Enhancement</p> <p>დირექტორის მოადგილე, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი Deputy Director, National Center for Educational Quality Enhancement</p>
15:05 – 15:10	<p>საკოორდინაციო საბჭოს თავმჯდომარის და მდივნის განსაზღვრა</p> <p>Selection of the Head and Secretary for the Coordination Council</p>	<p>კახაბერ ერაძე Kakhaber Eradze</p>	<p>დირექტორის მოადგილე, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი Deputy Director, National Center for Educational Quality Enhancement</p>
15:10 - 15:20	<p>სსიპ - განათლების ხარისხის განვითარების ეროვნული ცენტრის საკოორდინაციო საბჭოს მუშაობის ადმინისტრირების წესის წარდგენა</p> <p>Introduction of The Rule of Administrative Procedures for the Coordination Council of the NCEQE</p>	<p>ლაშა ზივზივაძე Lasha Zivzivadze</p>	<p>დაგეგმვის, კვლევის და საერთაშორისო ურთიერთობების სამსახურის უფროსი, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი</p> <p>Head of Planning, Research and Internatioanl Relations Department, National Center for Educational Quality Enhancement</p>

15:20 – 15:25	<p>ცვლილებები ცენტრის დებულებაში , დაგეგმვის, კვლევის და საერთაშორისო ურთიერთობების სამსახური</p> <p>Amendments in the Statutes of the Center, Planning, Research and Internatioanl Relations Department</p>	<p>ლაშა ზივზივაძე</p> <p>Lasha Zivzivadze</p>	<p>დაგეგმვის, კვლევის და საერთაშორისო ურთიერთობების სამსახურის უფროსი, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი</p> <p>Head of Planning, Research and Internatioanl Relations Department,, National Center for Educational Quality Enhancement</p>
15:25 - 15:30	<p>ENQA-ს წევრების ფორუმის შესახებ მოკლე ინფორმაციის წარდგენა</p> <p>Introduction the information about the ENQA Members' Forum</p>	<p>ლაშა ზივზივაძე</p> <p>Lasha Zivzivadze</p>	<p>დაგეგმვის, კვლევის და საერთაშორისო ურთიერთობების სამსახურის უფროსი, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი</p> <p>Head of Planning, Research and Internatioanl Relations Department, National Center for Educational Quality Enhancement</p>
15:30 - 15:35	კითხვა-პასუხი/ Questions and Answers		
15:35 - 15:45	<p>ცვლილებები ცენტრის დებულებაში პროფესიული განათლების ხარისხის უზრუნველყოფა</p> <p>ცვლილებები ცენტრის დებულებაში, ზოგადი განათლების ხარისხის უზრუნველყოფა</p> <p>Amendments in the Statutes of the Center, VET Quality Assurance</p> <p>Amendments in the Statutes of the Center, General Quality Assurance Department</p>	<p>კახაბერ ერაძე</p> <p>Kakhaber Eradze</p>	<p>დირექტორის მოადგილე, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი</p> <p>Deputy Director, National Center for Educational Quality Enhancement</p>
15:45 - 15:50	კითხვა-პასუხი/ Questions and Answers		

15:50 - 16:20	<p>ENQA-ს ხარისხის უზრუნველყოფის სააგენტოს წევრობისათვის თვითშეფასების ანგარიშის მომზადებული პროექტის გაცნობა</p> <p>Introduction of the prepared draft of the self-assessment report for the membership of the ENQA</p>	<p>ლაშა მარგიშვილი ნიკოლოზ ფარჯანაძე</p> <p>Lasha Margishvili Nikoloz Parjanadze</p>	<p>დირექტორის მოადგილე, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი, უმაღლესი განათლების ხარისხის უზრუნველყოფის სამსახურის უფროსი, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი Deputy Director, National Center for Educational Quality Enhancement Head of HE Quality Assurance Department, National Center for Educational Quality Enhancement</p>
16:20 - 16:25	კითხვა-პასუხი/ Questions and Answers		
16:25 - 16:30	<p>გაწევრიანების შესაძლებლობა უმაღლესი განათლების ხარისხის უზრუნველყოფის სააგენტოების საერთაშორისო ქსელში (INQAAHE)</p> <p>The Membership Opportunity of the International Network for Quality Assurance Agencies (INQAAHE)</p>	<p>ლაშა ზივზივაძე</p> <p>Lasha Zivzivadze</p>	<p>დაგეგმვის, კვლევის და საერთაშორისო ურთიერთობების სამსახურის უფროსი, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი Head of Planning, Research and Internatioanl Relations Department, National Center for Educational Quality Enhancement</p>
16:30 - 16:40	<p>ლტოლვილთა ევროპული კვალიფიკაციების პასპორტის - EQPR წევრობა</p> <p>Membership of European Qualifications Passport for Refugees- EQPR</p>	<p>სალომე აბრამიშვილი</p> <p>Salome Abramishvili</p>	<p>საგანმანათლებლო სერვისების განვითარების სამსახურის უფროსი, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი Head of Educational Services Development Department, National Center for Educational Quality Enhancement</p>
16:40 - 16:50	<p>ცენტრის 2024 წლის სამტატო განრიგის პროექტში დაგეგმილი ცვლილებების წარდგენა</p> <p>Introduction of the planned amendments in staff schedule project 2024 of the Center</p>	<p>მაია კალანდაძე</p> <p>Maia Kalandadze</p>	<p>ფინანსური უზრუნველყოფის სამსახურის უფროსი, სსიპ განათლების ხარისხის განვითარების ეროვნული ცენტრი Head of Financial Department, National Center for Educational Quality Enhancement</p>

16:50 - 16:55	კითხვა-პასუხი / Questions and Answers
16:55 - 17:00	სამუშაო შეხვედრის შეჯამება / Wrap Up

