

REGULATION ON THE PROCEDURES AND PRINCIPLES FOR ESTABLISHMENT, TASKS AND OPERATION OF VQA SECTOR COMMITTEES

PART ONE

Objectives, Scope, Basis and Definitions

Objective

ARTICLE 1 – (1) The objective of this regulation is to regulate the procedures and principles for the establishment, tasks, operation and activities of the sector committees set up by the Executive Board of the Authority in any sectors as may be considered necessary.

Scope

ARTICLE 2 – (1) This regulation covers the procedures and principles for the establishment, tasks and operation of Vocational Qualifications Authority sector committees.

Basis

ARTICLE 3 – (1) This regulation has been prepared by relying on Article 20 of Vocational Qualifications Authority Law No 5544 of 21/9/2006.

Definitions

ARTICLE 4 – (1) For the purposes of implementation of this regulation, the following terms have the express meanings assigned to them below:

a) Ministry: Ministry of Labor and Social Security

b) Department: Vocational Qualifications Authority Occupational Standards Department

c) General Assembly: Vocational Qualifications Authority
General Assembly

c) Law: Vocational Qualifications Authority Law No 5544

d) Authority: Vocational Qualifications Authority

e) Authority President: President of the Vocational Qualifications
Authority

f) Sector Committees: Committees, which review the occupational standards prepared by the bodies and organizations assigned by the Authority and make recommendations and agree on their submission to the Executive Board so that they may be adopted as National Occupational Standards.

g) Executive Board: Vocational Qualifications Authority
Executive Board.

PART TWO

Sector Committees

Identification of the sector committees

ARTICLE 5 – (1) The Executive Board determines the sectors for which committees are to be established as well as which vocations are to be discussed by such committees in line with national and international norms. Any applications to the Authority for establishment of new committees are concluded by the Executive Board.

Formation of the sector committees and terms in office of the members

ARTICLE 6 – (1) The Sector Committees individually comprise one representative from each of the following: Ministry of National Education, Ministry of Labor and Social Security, Higher Education Council, other ministries relevant to the respective vocations, labor, employer and vocational organizations represented on the General Assembly as well as the Authority. In addition, academicians from the relevant departments of universities may be invited to the works as consultants.

(2) The Authority invites the relevant bodies and organizations, which will send representatives to the respective Sector Committees.

(3) The term in office of the members of the Sector Committees is three years and same persons may be re-appointed upon expiry of this term.

Members of the sector committees

ARTICLE 7 – (1) The members of the Sector Committees are natural persons representing the bodies and organizations identified by Article 6 herein. The bodies and organizations directly identify their representatives who will serve on the Sector Committees, informing the Authority of the names and surnames of their representatives and any tasks carried out by them in connection with the respective sectors in writing. It is essential that the bodies and organizations appoint persons having knowledge, experience and qualifications required by the respective sectors and vocations as their representatives and the qualification level of the committee members may not be lower than the qualification level relevant to the vocations for which standards are to be developed.

(2) Where the relevant body informs the Authority that its representative is no longer affiliated with any bodies or organizations of which he / she is a representative, then his / her position as a member of a sector committee automatically expires. The relevant body or organization assigns a representative within one month, who will complete the remaining period of the term in office of the representative whose membership has expired.

(3) The membership of any representatives expires where the Sector Committees finds out that such a representative has not attended two meetings in a row or a total of three meetings in a calendar year without having any valid excuses. Whether an excuse is valid is assessed by the body or organization represented by the member and result is then notified to the Authority directly or in writing. The relevant body or organization appoints a representative within one month to complete the remaining period of the term in office of the representative whose membership has expired.

(4) The representatives from institutions, organisations and the experts out of universities who are not the members of sector committees but related to the issue discussed may be invited to the meetings by the Authority for receiving their opinion on the agenda item.

Election of the Chairman and Vice Chairman of the sector committees

ARTICLE 8- (1) The Sector Committees elect a Chairman and Vice Chairman among their members in the first meeting and the result of the election is submitted to the Executive Board.

(2) The Chairman and Vice Chairman of the Sector Committee are elected by the majority of the total number of the members. However, where there is no majority in the first voting, an election between the two candidates polling the majority of votes is conducted, the one who heads the poll is elected as the Chairman and the other as the Vice Chairman.

(3) The term in office of the Chairman and Vice Chairman is three years.

The sector committee meetings

ARTICLE 9- (1) The sector committees hold their meetings with an agenda at least twice in a calendar year and within one month at the latest upon the call of the President of the Authority or upon the application of at least one-third of the sector committee members.

(2) The agenda is determined by the Chairman of the committee in accordance with the proposal of the Department. The agenda and the documents related to the agenda are submitted to the members at least ten days before the meeting. The amendment on the agenda during the meeting is only realized by the decision of the committee.

(3) In case the agenda items cannot be completed in the day of the meeting, the negotiations may be completed in the following day or in a date determined by the committee.

(4) The quorum for the meeting is one plus the half of the total number of the members. The quorum for any resolution is at least two-third of the members participated to the meeting. No votes of abstention may be cast. Members casting votes of rejection submit their justification to the office of the committee Chairman in writing on the same day.

(5) Unless otherwise agreed, meetings of the Sector Committees are held in the Authority. The meetings may also be held in the bodies and organizations, which are members of the General Assembly, as well as in

any units subordinate to them or with which they are associated or affiliated upon the comment of the committee and approval of the Authority.

(6) Any consultants, representatives and experts attending the meetings excluding the committee members have no voting rights.

(7) The secretariat services of the committees are carried out by the Department.

Tasks of the sector committees

ARTICLE 10 – (1) The major tasks of the sector committees are the following:

a) To make recommendations as regards preparation, updating and development of occupational standards as well as on the updating periods.

b) To provide comments on the issue of determining the formats of the occupational standards.

c) To review and assess any drafts of occupational standards prepared by the Authority assigned bodies, organizations or working groups and forwarded to the committees by the Department and provide comments on them and submit them to the Department for referral to the Executive Board.

ç) To return any reviewed drafts of occupational standards to the Department for correction in case any omissions or errors are found out in them and review, assess and comment on such drafts again after said errors and omissions are eliminated.

d) In case there is a need to conduct a technical study in the field where the respective vocation is conducted so that comments may be developed about the draft of occupational standards, to notify the Authority accordingly and conduct any technical studies found appropriate by the Authority in the field.

e) To carry out any other efforts in line with the requests of the Authority regarding the occupational standards

PART THREE

Miscellaneous and Final Provisions

Financial provisions

ARTICLE 11 – (1) Expenses for stationery, publication and dissemination as well as any other expenses related to the meetings of the sector committees are met by the Authority and the composition of meeting expenses is determined by the Executive Board.

(2) Where the members of the Sector Committees attend any meetings outside the location of their respective civil service as per Law No 6245 on Travel Expenses, any temporary task expenses payable to them are met by the Authority.

Entry into force

ARTICLE 12 – (1) This regulation, which has been prepared on the basis of the comments by the Supreme Court of Audit, enters into force on the date of publication.

Enforcement

ARTICLE 13 – (1) The President of the Authority enforces the provisions of this regulation.