



MINISTRY OF EDUCATION AND SCIENCE OF THE REPUBLIC OF LATVIA

RIGA TECHNICAL COLLEGE

Registration No. 90000022223, 16 Braslas Street, Riga, LV-1084, phone 67081400, e-mail: brasla@kcrtk.lv

GENERAL PROVISIONS

Regulations of the Convention of Riga Technical College

Issued in accordance with
Article 17.1 of the Law on Vocational Education

05.03.2024, No.1.1.-1/5

I. General issues

1. The Regulations of the Convention of Riga Technical College (hereinafter referred to as the College) determines the functions, tasks, rights, composition and organisation of activities of the College Convention.
2. The College Convention is a collegial advisory body whose aim is to contribute to the development of the Convention by defining the strategic directions of its work in accordance with the requirements of the labour market.

II. Functions, tasks and rights of the Convention

3. The Convention has the following functions:
 - 3.1. to make proposals on the development and strategy of the College and on the preparation of the development planning documents;
 - 3.2. to review the College's development strategy and planning documents and assess their relevance to labour market requirements;
 - 3.3. to promote the professional development of the teaching staff (administration) of the College and to attract new highly qualified teaching staff (administration);
 - 3.4. to examine the vocational education programmes developed by the vocational education establishments prior to their licensing;
 - 3.5. to facilitate the cooperation of the College with entrepreneurs in the organisation of internships and work-based learning.
4. To carry out its functions, the Convention performs the following tasks:
 - 4.1. advises, consults and involves in the College's development strategy issues and in the development and updating of vocational education planning documents;
 - 4.2. delegates a representative to participate in the selection and evaluation process of the teaching staff (administration) of the College;
 - 4.3. makes proposals to the Deputy Directors and Heads of Departments on the vocational education programmes to be developed by the College prior to their licensing;

- 4.4. promotes the cooperation of the College and its teachers with the regional business community in the organisation of internships and work-based learning.
5. The Convention has the following rights:
 - 5.1. to request and receive information from the College Director and the structural units which is necessary for the performance of the functions and tasks assigned to the Convention.
 - 5.2. to set up expert groups, advisory councils and working groups, and to develop projects to carry out tasks within the Convention's competence.

III. Composition of the Convention

6. The Convention is composed of 15 members:
 - 6.1. the College Director;
 - 6.2. a Deputy Director whose area of responsibility includes College development issues;
 - 6.3. a Deputy Director whose area of responsibility includes issues related to the provision of the college education process;
 - 6.4. Representative of the Ministry of Education and Science;
 - 6.5. Representative of Riga City Council;
 - 6.6. no more than nine representatives of employers or their associations in the areas of strategic specialisation of the College, including in the groups of educational programmes implemented and in the areas of methodological leadership.
 - 6.7. Representative of the Students' Union.
7. The Chairperson of the Convention shall be elected to the Convention from among the delegates of the branches at the first meeting of the Convention, which shall be convened and chaired by the College Director until the election of the Chairperson.
8. The Deputy Chairperson of the Convention shall be appointed at the first meeting of the Convention from among the Councillors for a term to expire at the end of the term of office.
9. The same person may be appointed to the office of the Convention Chairperson for one term.
10. The Convention shall operate in accordance with the laws and other legal acts of the Republic of Latvia, the Regulations of the College and the Regulations of the Convention.

IV. Organisation of the Convention's activities

11. The Convention shall be established and approved by the College Director for a period of three years.
12. The Convention operates in meetings, which are held at least once a year or as required.
13. Convention meetings are organised on-site, remotely or by poll, via videoconference, conference call and other information technology tools. The format of the meeting shall be determined by the organiser of the meeting. For reasons of expediency, meetings may be held on the basis of a poll, taking into account the views of the members of the Convention on the subject under discussion, without inviting them to participate in person or remotely.
14. For reasons of expediency, Convention meetings may be held on the basis of a poll, taking into account the views of the members of the Convention on the subject under discussion, without inviting them to participate in person or remotely.
15. Convention meetings shall be convened by the Chairperson or the College Director as required or at the initiative of at least one third of the Convention councillors.
16. The time and venue of the meeting shall be notified to the councillors of the Convention at least ten (10) working days before the date of the meeting or three (3) working days before an extraordinary meeting, and an agenda for the meeting and materials relating to the matters to be considered at the meeting shall be sent electronically to the councillors.
17. In the absence of the Chairperson of the Convention, the Deputy Chairperson of the Convention shall exercise the duties of the Chairperson of the Convention.

18. The Convention shall have the necessary quorum if at least half of the elected councillors are present.
19. Decisions of the Convention shall be taken by a simple majority of votes, in open or secret ballot.
20. The Convention's proposals shall be of a recommendatory nature, but the relevant body, if it does not implement the recommendation, shall be obliged to give reasoned considerations within one month of receipt of the proposal as to why the recommendation made is not feasible.

21. The work of the Convention is managed, the minutes of the meetings and the records of the proceedings are managed by the secretariat of the College. The minutes shall indicate the agenda, the participants in the meeting and the persons who took part in the debates on the issues under discussion, as well as a record of the recommendations (proposals) of the Convention.
22. The Convention Councillor shall, within 5 (five) working days after the draft minutes have been received, electronically approve them or make any appropriate corrections to the draft minutes. If no such action has been taken within the mentioned time limit, the draft minutes shall be deemed to have been approved.
23. The Protocol shall be signed by the Convention Chairperson and the Secretary.
24. The Secretariat of the Convention shall send a copy of the minutes of the meeting within 10 (ten) working days after the meeting to the members of the Convention who have participated in the Convention meeting.

V. Final issues

25. For their involvement in the activities of the Convention, Convention councillors receive no remuneration from the state or municipal budget.
26. Amendments to the Regulations of the Convention may be proposed by any councillor of the Convention. Amendments shall come into force if they are agreed by at least half of the councillors of the Convention and approved by the College Director.
27. To declare the College internal regulation No 1.1.-1/3 of December 17, 2015 "Regulations of the Advisory Convention of the Vocational Education Competence Centre "Riga Technical College"" null and void.

Director

[*personal signature*]

R.Gintaute-Marihina

