



**REPUBLIC OF CROATIA**  
**MINISTRY OF SCIENCE, EDUCATION AND SPORT**

Pursuant to Article 12, paragraph 8 of the Croatian Qualifications Framework Act ('Official Journal of the Republic of Croatia', no. 22/2013), the Minister of Science, Education and Sport, with the consent of the ministers responsible for labour and regional development, adopts this

**SECTORAL COUNCILS RULES OF PROCEDURE**

**I. GENERAL PROVISIONS**

**Article 1**

The Sectoral Councils Rules of Procedure (hereinafter: the Rules of Procedure) regulate matters relating to the working practices and decision-making processes of sectoral councils, which are prescribed by Article 38 of the Ordinance on the Croatian Qualifications Framework Register ('Official Journal of the Republic of Croatia', no. 62/2014). The Rules of Procedure cover the following matters:

- the preparation and convening of sectoral council sessions and the delivery of invitations and working materials;
- the chairing of sessions and the process for decision-making by sectoral council members;
- the working practices, rights and obligations of sectoral council members;
- other issues relevant to working practices and decision-making processes during sectoral council sessions.

**Article 2**

(1) The provisions of the Rules of Procedure apply to sectoral council members and to other persons that are present at the sessions or participate in the work of the sectoral councils. The provisions also apply to working bodies that participate in the work of sectoral councils.

(2) According to these Rules of Procedure, the term 'sectoral council member' refers to any member appointed by decision of the minister responsible for education and science (in accordance with the Decision on the Appointment of the President and Members of the Sectoral Councils, here after: 'the decision of the founder').

(3) Any terms used in the Rules of Procedure that are gender-specific (in the Croatian language version of these Rules of Procedure) are used neutrally and refer both to the male and female gender.

**Article 3**

The president of the sectoral council (or the person chairing the sectoral council session) is responsible for ensuring the proper implementation of the provisions of the Rules of Procedure.

**II. SECTORAL COUNCIL SESSIONS**

**1. Preparing and convening sessions**

**Article 4**

(1) Sectoral council sessions are attended by sectoral council members. Other persons may also attend the sessions upon invitation by the national sectoral council coordinator (hereinafter: the national coordinator).

(2) Sessions can be attended by the national coordinator, when required.

(3) Sessions must be prepared in such a way as to ensure the efficiency of the work carried out during the sessions and to ensure that decisions are reached in a timely manner (and in accordance with the deadlines defined in the Ordinance on the CROQF Register, in the Rules of Procedure and in other relevant legislation).

#### **Article 5**

Sectoral council sessions are held according to an approved work plan or according to the timing of the requests received by the sectoral councils for inclusion in the Croatian Qualifications Framework.

#### **Article 6**

(1) Sectoral council sessions are convened by the presidents of the sectoral councils (in consultation with the national coordinator) or by the national coordinator.

(2) Proposals to convene sectoral council sessions can be made by any member of the sectoral council or by the national coordinator.

#### **Article 7**

The presidents of the sectoral councils prepare and review documents for sectoral council sessions and carry out other activities in connection with the preparation of the sessions.

#### **Article 8**

(1) Invitations to attend sectoral council sessions are delivered electronically at least three (3) days prior to the sessions, based on a previous agreement among the sectoral council members regarding the date of the session. Invitations are delivered to:

- sectoral council members;
- the national coordinator;
- rapporteurs on specific items of the agenda;
- other relevant persons invited to the session, based on the agenda.

(2) In exceptional cases, sectoral council sessions may be convened via telephone invitations.

#### **Article 9**

Invitations to sectoral council sessions should include:

- the proposed agenda
- related materials for each item of the proposed agenda
- the names of the rapporteurs for specific items of the proposed agenda
- the location and time of the session.

#### **Article 10**

The proposed agenda of a sectoral council session is prepared by the president of the sectoral council (or by the national coordinator, in the event that he/she is convening the session). When proposing an agenda, the president or national coordinator should take into account the following:

- that the items included on the agenda relate to areas that the sectoral council is authorised to discuss and decide upon;
- that the items to be discussed and decided upon at the session need to be processed, documented and explained in such a way as to allow the sectoral councilmembers to examine the item, discuss it and decide upon it within the scheduled session, respecting the deadlines defined in relevant legislation.

## **2. Structure of sectoral council sessions**

### **Article 11**

- (1) Each sectoral council session is chaired by the president of the sectoral council.
- (2) In the event that the president of the sectoral council is absent, the session is chaired by the national coordinator.

### **Article 12**

- (1) All sectoral council members appointed by decision of the founder have the right to participate in decision-making.
- (2) Other persons that are present at the session are entitled to participate in discussions, but do not have the right to participate in decision-making.

### **Article 13**

- (1) Prior to opening the session, the chair verifies that the majority of sectoral council members are present at the session, confirms the names of those present and confirms that the quorum has been met.
- (2) If the session is attended by the majority of sectoral council members, the chair opens the session.
- (3) After opening the session, the chair invites members to comment on the minutes of the previous session. After the sectoral council reaches a decision on how to process the received comments, the sectoral council members vote on the adoption of the minutes from the previous session.

### **Article 14**

- (1) The agenda of the session is adopted by a majority vote (of members appointed by decision of the founder) based on the proposed agenda attached to the invitation to the sectoral council session.
- (2) Each member of the sectoral council has the right to request that a specific item be removed from the agenda if it has not been properly prepared or if the appropriate rapporteur is not present at the session.
- (3) The chair of the session declares the adoption of the agenda.

### **Article 15**

After the adoption of the agenda, the session moves on to discussions and decision-making regarding the items on the agenda(following the order defined in the agenda).

### **Article 16**

If sectoral councilmembers are provided (prior to the session) with materials that will provide a basis for a decision by the sectoral council, the rapporteur is only required to briefly present the content of the material or of the proposed decision.

### **Article 17**

Based on a proposal by the chair or another sectoral council member, the sectoral council can decide to interrupt a discussion regarding an individual item and demand that the item be reviewed or supplemented with additional information by the next session.

### **Article 18**

When specific data or documents discussed during a sectoral council session include trade secrets or other confidential information, the chair will warn all the participants of the session that such data or documents are considered confidential and that participants cannot disclose them.

### **3. Decision-making process during sectoral council sessions**

#### **Article 19**

- (1) Sessions must be attended by the majority of members appointed by decision of the founder in order for the sectoral council to adopt a valid decision.
- (2) In exceptional cases, the president or national coordinator may propose that the session be held electronically. In such a case, a written explanation must be delivered to members to explain the reasons for this decision. Minutes of the electronic voting are prepared (along with related materials) and are confirmed at the next session.
- (3) A sectoral council adopts decisions through a public vote of its members.

#### **Article 20**

Decisions are valid if they are voted for by the absolute majority of all sectoral council members with the right to vote.

#### **Article 21**

When working bodies or additional persons are included in the implementation of certain tasks of the sectoral councils (in accordance with Articles 43 and 44 of the Ordinance on the Croatian Qualifications Framework Register), it should be clearly defined who are the executors of the given tasks, how they will report back to the sectoral council members and within what time frame.

### **III. WORKING PRACTICES, RIGHTS AND RESPONSIBILITIES OF SECTORAL COUNCIL MEMBERS**

#### **Article 22**

- (1) The activities and tasks of the sectoral councils are regulated by the Croatian Qualifications Framework Act (Article 12), the Ordinance on the Croatian Qualifications Framework Register (Articles 21, 22, 23, 24, 25 and 26) and Article 7 of these Rules of Procedure.
- (2) Tasks are defined by the annual work plan that is adopted by each sectoral council.
- (3) Tasks can be carried out during sessions and in between sessions.
- (4) The president of each sectoral council assigns tasks to sectoral council members, clearly indicating which member is the executor of a given task, when the task should begin, what the deadlines are and what results need to be delivered by the member in order for the task to be considered as complete.
- (5) The results of each task (as described in the previous paragraph) must be presented at a sectoral council session, after which the president of the sectoral council determines whether the sectoral councilmember has completed the task.
- (6) The president and the members of the sectoral councils both have the right and responsibility to attend the sectoral council sessions and participate in their work and decision-making process.
- (7) Sectoral council members are obliged to inform the presidents of the sectoral councils in a timely manner if they are unable to execute a task that has been assigned to them or to participate in a session.
- (8) The sectoral councils work in accordance with strategies of the Republic of Croatia.

#### **Article 23**

- (1) Using the database of sector-specific experts, sectoral council members decide (by voting) on which experts to include in the work of the sectoral councils.
- (2) The president of the sectoral council determines which expert will perform a given task and defines a deadline for the task.
- (3) When carrying out evaluation procedures, experts apply the same methodology as sectoral council members.

(4) Meetings of working body are attended by one sectoral council member, who acts as the rapporteur at the next sectoral council session.

#### **Article 24**

(1) Presidents and members of sectoral councils are entitled to compensation for their work in the sectoral councils.

(2) The fee referred to in the previous paragraph is paid for tasks assigned by the president of a sectoral council that need to be carried out within a defined time frame (as per Article 22, paragraph 4 of the Rules of Procedure). Only members who have performed such tasks (as stipulated both in Article 22, paragraph 4 and Article 7 of these Rules of Procedure) have the right to receive compensation.

(3) Attending inaugural sessions and training events is not considered as performing a task and members will not be entitled to compensation for such activities.

#### **Article 25**

(1) Sectoral council members are obliged to ensure that trade secrets and other confidential information encountered during the performance of their duties in the sectoral councils are not disclosed.

(2) Sectoral council members that do not abide by paragraph 1 of this Article will be held accountable under relevant laws and regulations.

#### **Article 26**

(1) Sectoral council members are obliged to fulfil their obligations responsibly and professionally.

(2) The status of sectoral council member should not be used for personal or professional gain.

(3) Sectoral council members are not allowed to act in the interest of third parties during their work.

(4) Before carrying out evaluation tasks, members are required to sign a declaration confirming the absence of any conflict of interest.

(5) In the event that a decision by a sectoral council could place individual sectoral council members in a position of conflict of interest, the members in question must declare the potential conflict of interest and withdraw themselves from the decision-making process. In such a case, decisions are reached by absolute majority of votes of all members that are eligible to vote (i.e. that have not declared a conflict of interest).

(6) Sectoral council members who have been involved in preparing requests for inclusion of qualification standards, units of learning outcomes, occupational standards or units of competences in the Croatian Qualifications Framework Register, cannot participate in their evaluation.

### **IV. MINUTES OF SECTORAL COUNCIL SESSIONS**

#### **Article 27**

(1) Minutes are taken at each sectoral council session.

(2) The minutes of the sectoral council sessions are prepared by the person in charge of the administrative affairs of the sectoral council.

(3) The draft minutes must be submitted to the president of the sectoral council no later than eight (8) days following the date that the session was held.

#### **Article 28**

(1) The minutes must contain:

- the number of the sectoral council session;
- the date and location of the session;
- the names and surnames of the sectoral council members that are present, absent and excused;

- the names, surnames and functions of other persons present that are not members of the sectoral councils;
- the time of the session's opening and closing;
- the adopted agenda;
- if decisions were reached during the session, the minutes should include the proposed decisions that were voted upon related to a particular item on the agenda and the number of votes for and against the proposal, as well as the number of abstentions;
- the signature of the chair and of the minute-taker.

(2) The minutes also include statements that individual members specifically request to record in the minutes, including disagreements on the conclusions and decisions that were voted upon.

#### **Article 29**

- (1) The minutes of the session are signed by the president of the sectoral council (or the chair of the session) and by the minute-taker.
- (2) The minutes are adopted at the next session.
- (3) The minutes of the sectoral council sessions are made publicly available.

#### **Article 30**

- (1) While performing tasks in their scope of work, sectoral councils adopt opinions, decisions, guidelines, recommendations, proposals, conclusions and other acts.
- (2) The general or individual acts that are adopted by sectoral councils during their sessions are signed by the chair of the session during which the act was adopted.

### **V. FINAL PROVISIONS**

#### **Article 31**

The Rules of Procedure enter into force upon its adoption.

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MINISTER

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