

PROTOCOL - ANQA SECRETARIAT ACTIVITIES	
<i>Quality Area</i>	<i>Secretariat</i>
Contributes to the realization of the ENQA requirements and review of the ANQA processes and procedures	ESG standards 2.3, 2.4, 2.5, 2.6, 2.7, 3.6
Approved on	25.12.2012
Approved by	<i>ANQA management</i>
Valid until	December 2015
Version	02
Responsible for the Quality area	Anahit Utmazyan
Document number in the Quality Handbook	
Goals	
<u>Strategic goals</u>	
1. Ensure ANQA's communication with ANQA Accreditation Committee and internal and external stakeholders.	
<u>Targets</u>	
1. To ensure that ANQA Activities meet the deadlines. 2. To ensure the lucidity of correspondence and workflow. 3. To ensure the day-to-day work of the Accreditation Committee.	
<u>Indicators for evaluating targets</u>	
1. The correspondence is in line with procedures and deadlines approved by legal acts 2. Internal and external stakeholders are satisfied with the understandable content and formats of the letters. 3. Provided consultancy 4. Formats necessary for organizing the day-to-day activities of the Accreditation Committee. 5. Minutes and decisions of the Accreditation Committee. 6. Final packages of documents on the completed accreditation processes.	
<u>Description of main activities and evaluation</u>	
1. To organize and implement ANQA workflow 2. To accept applications and technically evaluate the Self-evaluation reports. 3. To carry out control over the schedule of the accreditation process 4. Archivatation of the documents 5. To organize and implement the functions of the Secretariat of the Accreditation Committee. <ul style="list-style-type: none"> • To organize the meetings • To prepare the package of documents for presenting to the Accreditation Committee • To send the package of the documents and the meeting agenda to the members of Accreditation Committee • To prepare meeting minutes • To assist the Accreditation Committee in formatting the decisions 	
6. Development of documents <ul style="list-style-type: none"> • Procedure on organization and implementation activities of Accreditation Committee • Internal disciplinary rules of Accreditation Committee • Development of the formats necessary for the Accreditation Committee current activities 	
7. To organize recruitment of the candidates for the Accreditation Committee and Formation of the Committee.	

Evaluation

Regular meetings with stakeholders based on the necessity

Feedback from the staff, process coordinators and Accreditation Committee

- Agenda
- Schedule

Accountability/ Responsibility

Responsible for the process

	<i>Names of the responsible persons for the Function and Area</i>
1	Anahit Utmazyan
2	Lilit Ghazaryan

Reporting

Annual report

Improvement

Based on the results of internal and external evaluation and stakeholders' feedback the improvement actions will be proposed.

Documents

- Procedure on organization and implementation activities of Accreditation Committee
- Internal disciplinary rules of Accreditation Committee
- Forms: agenda, minutes, decisions