

<b>Protocol</b>	
<b>Quality area</b>	<b>ANQA SECRETARIAT ACTIVITIES</b>
<b>Useful for ENQA review</b>	ESG standard: 2.3, 2.4, 2.5, 2.6, 2.7, 3.6
<b>Operation years</b>	2021-2025
<b>Approved by</b>	ANQA director
<b>Version</b>	04
<b>Responsible for the Quality Area</b>	ANQA secretariat
<b><u>Strategic goals</u></b>	
<ul style="list-style-type: none"> <li>• To ensure ANQA internal and external documentation and effective relationships with stakeholders.</li> <li>• To ensure uninterrupted and regulated work of the Accreditation Committee and Board of Trustees.</li> </ul>	
<b><u>Targets</u></b>	
<ul style="list-style-type: none"> <li>• To ensure the correspondence of the ANQA process.</li> <li>• To observe the procedures and deadlines confirmed by legal acts.</li> <li>• To ensure decisions made by the Accreditation Committee and minutes.</li> <li>• To register the final packages of completed accreditation processes.</li> </ul>	
<b><u>Indicators for evaluating targets</u></b>	
<ul style="list-style-type: none"> <li>• Satisfaction of internal and external stakeholders with accessibility of correspondence.</li> <li>• The results of ANQA documentation are acceptable from internal and external stakeholders.</li> <li>• Satisfaction of the Accreditation Committee and Board of Trustees from the results of the Secretariat.</li> <li>• Documents required for the organization of the current activities of the Accreditation Committee.</li> <li>• Decisions and minutes made by the Accreditation Committee.</li> <li>• The decisions of the Accreditation Committee are available for the stakeholders.</li> <li>• Complete packages of completed accreditation processes.</li> </ul>	
<b><u>Description of main activities</u></b>	
<ul style="list-style-type: none"> <li>• To organize and implement ANQA workflow</li> <li>• To accept applications and technically evaluate the Self-evaluation reports.</li> <li>• Compilation of ANQA decisions.</li> <li>• To carry out control over the schedule of the accreditation process.</li> <li>• Archivatation of the documents.</li> <li>• To organize and carry out the activities of the Secretariat of the Accreditation Commission. <ul style="list-style-type: none"> <li>• <i>to organize the meetings of the committee.</i></li> <li>• to prepare the package of documents for presenting to the Accreditation Committee</li> <li>• to send the package of the documents and the meeting agenda to the members of Accreditation Committee</li> <li>• <i>to organize meetings with the expert panel and TLI's</i></li> <li>• to prepare minutes of the meetings</li> <li>• to assist the Accreditation Committee in formatting the decisions</li> <li>• to send the decisions made by the committee to the ESCS for approval and Accreditation certificates.</li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• Development of documents <ul style="list-style-type: none"> <li>• Procedure on organization and implementation activities of Accreditation Committee</li> <li>• Internal disciplinary rules of Accreditation Committee</li> </ul> </li> <li>• To organize recruitment of the candidates for the Accreditation Committee and Formation of the Committee.</li> <li>• Maintaining the state accreditation register.</li> </ul>
<p><b><u>Evaluation</u></b> Surveys and focus groups with stakeholders</p>
<p><b><u>Responsibility</u></b> ANQA secretariat</p>
<p><b><u>Reporting</u></b> Annual Report</p>
<p><b><u>Improvement</u></b> Based on the results of internal and external evaluation and stakeholders' feedback the improvement actions will be proposed.</p>
<p><b><u>Regulatory Documents</u></b></p> <ul style="list-style-type: none"> <li>• Clerical procedure</li> <li>• Procedure for the Board of Trustees</li> <li>• Procedure for the Institutions implementing professional educational programs and Procedure for state accreditation of their professions</li> <li>• Manual of conducting the expertise of the RA professional education</li> <li>• Procedure for the formation and operation of the Accreditation Committee</li> <li>• Internal disciplinary rules</li> </ul>

Approved by  
ANQA director  
Ruben Topchyan  
18.10.2021թ