




REGULATION
ON THE ORGANIZATION AND CONDUCT OF THE MEETINGS
OF THE GOVERNING COUNCIL
OF THE NATIONAL AGENCY FOR QUALITY ASSURANCE
IN EDUCATION AND RESEARCH (ANACEC)

President

Daniela ELENCIUC

Chișinău, 2025

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I. General Provisions

1. The Regulation on the organization and conduct of meetings of the Governing Council of the National Agency for Quality Assurance in Education and Research (hereinafter – the Regulation) is developed based on point 29 of the Regulation on the organization and functioning of the National Agency for Quality Assurance in Education and Research (Government Decision No. 201/2018).
2. The Regulation establishes the procedure for preparing, organizing, and conducting the meetings of the Governing Council (hereinafter – GC) of the National Agency for Quality Assurance in Education and Research (hereinafter – ANACEC).
3. The activity of the Governing Council of ANACEC is regulated by:
 - Education Code No. 152 of 17.07.2014,
 - Law on Science and Innovation of the Republic of Moldova No. 259 of 15.07.2004,
 - Regulation on the organization and functioning of the National Agency for Quality Assurance in Education and Research, Government Decision No. 201 of 28.02.2018,
 - Regulation on the specialized commissions of the National Agency for Quality Assurance in Education and Research, Government Decision No. 327 of 18.07.2019,
 - Regulation on the recognition and equivalence of scientific and scientific-didactic degrees obtained abroad, Government Decision No. 7 of 10.01.2024,
 - Regulation on adult education, Government Decision No. 222 of 26.03.2024,
 - Framework regulation on the organization and functioning of vocational education institutions, Ministry of Education Order No. 824 of 11.06.2024,
 - Methodology for external quality evaluation in higher, vocational, and adult education, Government Decision No. 616 of 18.05.2016,
 - Methodology for granting and confirming scientific titles, Government Decision No. 497 of 23.10.2019,
 - Methodology for confirming scientific-didactic titles in higher education, Government Decision No. 209 of 25.03.2020,
 - Methodology for the approval of doctoral supervisors, Government Decision No. 23 of 18.01.2023.
 - The results of examinations or decisions taken are published on the official website of ANACEC.


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II. Organization of ANACEC GC Meetings

5. The GC holds regular and extraordinary meetings.
6. Regular meetings of the GC are convened by the President of ANACEC, and in their absence, by the Vice President of ANACEC.
7. A regular GC meeting is usually convened monthly, on the last Friday of the month. By order of the President of ANACEC, an GC meeting may be scheduled on a different day and at a different time. Such information is made public by posting it on ANACEC's official website.
8. GC meetings take place at the ANACEC headquarters. By order of the President of ANACEC, a meeting may also be held with the participation of GC members online.
9. Extraordinary meetings may be convened at the initiative of the President or at least five GC members.


III. Preparation of ANACEC GC Meetings

10. Proposals for topics, along with materials prepared for review, for inclusion on the GC meeting agenda are submitted to the Secretary General of the GC. The right to propose topics for inclusion on the GC agenda belongs to the President of ANACEC, GC members, specialized commissions, and ANACEC subdivisions.
11. Based on the proposals received, the Secretary General of the GC drafts and submits the proposed agenda of the GC meeting for approval by the President of ANACEC. The President approves the draft agenda at least 5 days before the GC meeting.
12. (1) If GC members request the inclusion of an additional topic on the GC meeting agenda, it is usually submitted to the Secretary General no later than 3 days before the meeting.
(2) The draft agenda of the GC meeting, including any additionally proposed topics with supporting materials, shall be sent to GC members by the Secretary General no later than three days before the GC meeting.
13. The Secretary General sends GC members and other participants a link to the draft agenda and the corresponding materials for the topics included in the agenda, which are stored in the cloud.
14. The agenda of an extraordinary GC meeting and the related materials are sent by the Secretary General before the meeting begins; if this is not possible, the Secretary General ensures their distribution during the GC meeting.
15. The Secretary General ensures that the draft agenda of the GC meeting is published on the official ANACEC website at least 48 hours before the meeting begins.

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IV. Conduct of ANACEC GC Meetings

26. GC meetings are attended obligatorily by GC members, persons designated as rapporteurs for the topics included in the agenda, and invited persons whose presence is required for the adoption of decisions by the GC.
27. In case of leave, business travel, illness, or other justified reasons, an GC member may participate online in the GC meeting upon request.
28. An GC member confirms their presence at the meeting by signing the Attendance Sheet; in the case of GC meetings organized online, the Attendance Sheet is completed by the Secretary General.
29. GC meetings are deliberative if at least 10 members participate.
30. GC meetings are chaired by the President, or in the President's absence, by the Vice President.
31. At the beginning of each meeting, the GC examines the draft agenda and approves it. The GC also establishes the reporting time allocated for each topic.
32. In the draft agenda of the GC meeting, modifications may be made, at the proposal of GC members, by including or excluding certain topics.
33. The agenda of the GC meeting is approved by a majority vote of the GC members present.
34. Examination of topics during the GC meeting is usually carried out in the order listed in the agenda approved by the GC.
35. At the proposal of an GC member, the order of examination of topics on the agenda may be modified.
36. The rapporteur(s) present the topic on the agenda within the allocated time.
37. GC members have the right to ask questions, make proposals and objections, and provide additional explanations and arguments regarding the topic under discussion; these are recorded in the minutes of the GC meeting.
38. Decisions of the GC are adopted by at least 8 members, except in cases where the Regulation on the organization and functioning of the National Agency for Quality Assurance in Education and Research (Government Decision No. 201/2018) provides otherwise. Decisions are signed by the President and the Secretary General of the GC.
39. (1) An GC member does not participate in the voting process on a topic in the agenda in case of a conflict of interest and must inform, no later than 3 days from the date of identifying the conflict, by completing the Declaration on Conflict of Interest (Annex 1).
(2) An GC member does not participate in the voting process regarding the examination of external evaluation results of a study program or institution if they have contractual,

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representation, or other personal interests with the evaluated institution that may generate a conflict of interest, in accordance with the applicable legislation. Participation in Erasmus+ or joint research projects, doctoral commissions, final examination committees, and competition commissions for vacant positions does not constitute a conflict of interest.


40. Voting by an GC member is carried out by raising their hand or by expressing their vote verbally or in writing.
41. The vote expressed reflects one of the following options:
 1. Pro – if the GC member supports the adoption/approval of the topic/decision under review;
 2. Contra – if the GC member does not support the adoption/approval of the topic/decision under review.
42. An GC member may not abstain from expressing one of the options mentioned in point 41. If an GC member abstains, their vote is considered as cast against the topic under review.
43. In the case of GC meetings held in person, GC members may decide, by majority vote of those present, that certain topics/decisions be adopted by secret ballot. For the secret vote, an ad-hoc Vote Counting Committee is formed to organize the voting process and count the votes. The secret Vote Counting Committee consists of 3 members elected by the GC. The committee elects a Chairperson. The committee prepares the ballots, monitors the voting process, collects and examines ballots, counts votes, processes the results, and records them in minutes presented to the GC. The GC, through an open vote, adopts a decision regarding approval or annulment of the minutes and the secret vote results.
44. In the case of an online GC meeting, the secret voting process is conducted using web voting applications.
45. Based on the examination of a topic on the agenda and the votes expressed by GC members, the President announces the decision on that topic, which is recorded in the GC meeting minutes.
46. The results of the GC's activities during the meeting are recorded in the minutes prepared by the Secretary General of ANACEC GC.
47. The minutes must include: participants in the meeting, topics examined, rapporteurs, summaries of statements, decisions adopted on each topic, and other important matters.
48. The GC meeting minutes are signed by the President and countersigned by the Secretary General of the GC.

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49. GC meetings may be audio/video recorded, a matter ensured by the Secretary General of ANACEC GC.
50. Audio/video recordings of GC meetings are internal ANACEC documents with limited access. They are used solely for preparing the GC meeting minutes and are stored together with the meeting materials in the prescribed manner.

V. Final Provisions

51. Remuneration for the activities of GC members is carried out in accordance with the applicable legal framework, from the financial resources allocated for this purpose in the ANACEC budget.
52. This Regulation is public and is published on the ANACEC website.

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Annex 1
Template of the Declaration on Conflict of Interest
for a GC Member of ANACEC

To
President of ANACEC

(First Name, Last Name)

DECLARATION ON ACTUAL CONFLICTS OF INTEREST

I, the undersigned _____
(First Name and Last Name of the Declarant)

in my capacity as a member of the Governing Council of the National Agency for Quality Assurance in Education and Research, hereby declare that on _____ I have identified that I am in a situation of conflict of interest in connection with:

(Check and complete one of the options)

☐ Resolution of the following request/petition: _____
(Name and description of the request/petition)

☐ Participation in making the following decision: _____
(Name of the decision and the name of the collegial body of which you are a member in making the decision)

I declare that this situation gives rise to an actual conflict of interest for me, which affects or could affect the impartial and objective fulfillment of my duties, for the following reasons:


(Information regarding the nature of the conflict of interest and how it affects or may affect the performance of my duties)

I declare that, prior to submitting this declaration, I have refrained from exercising the duties incumbent upon me in connection with the situation that gives rise to a conflict of interest for me.

(First Name, Last Name of the Declarant)

(signature)

(date)

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Annex 2
Template of the Ballot Distribution Sheet

Ballot Distribution Sheet
for the meeting of the Governing Council
of the National Agency for Quality Assurance in Education and Research
dated _____

No.	First Name, Last Name	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Annex 3
Templates of Ballots

BALLOT No. 1

ANACEC Governing Council Meeting

on _____

Name of the study program under external evaluation; evaluated entity	Voting Option	Voting Result
	Accreditation	Pro Contra


Voting is conducted by crossing out the word “Pro” or “Contra.” The word that is not crossed out indicates the vote.

BALLOT No. 2


ANACEC Governing Council Meeting

on _____

Name of the study program under external evaluation; evaluated entity	Voting Option	Voting Result
	Accreditation	Pro Contra
	Non-Accreditation	Pro Contra

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Voting is conducted by crossing out the word “Pro” or “Contra.” The word that is not crossed out indicates the vote.

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Annex 4
Template of the Minutes of the Vote Counting Committee

**Minutes
of the Vote Counting Committee**

1. At the meeting of the Governing Board held on _____ the Vote Counting Committee is elected:_____.
2. At the Committee meeting, _____ is elected as Chairperson.
3. The Committee distributed _____ sets of ballots to the members of the ANACEC Governing Board for secret voting. After opening the ballot box, _____ sets of ballots were found:

No.	Name of the study program under external evaluation; evaluated entity	Sets of ballots	
1.		distributed	found
2.			

4.Number of votes obtained

No.	Name of the study program under external evaluation; evaluated entity	Opțiunea de vot	Votes obtained		
			Pro	Contra	Invalid ballots
1.					
2.					

5.As a result of the voting, the following outcomes were recorded:

No.	Name of the study program under external evaluation; evaluated entity	Decision taken following the vote count
1.		
2.		

Date:_____

Chairperson of the Vote Counting Committee: _____

Members of the Committee: _____
