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WBL4JOB

Rules for Steering Committee
**of the “Introducing work-based learning in higher education systems
of Armenia and Moldova for better employability of graduates” (WBL4JOB) project**

1. WBL4JOB project Steering Committee (SC) is main decision-taking body where all strategic decisions project methodology, upcoming activities, refinement of plans, the reports of the Executive Management Team and External Expert are approved.
2. By applying this approach, a high level of commitment and local ownership and shared decision taking is ensured.
3. Steering Committee is composed of the representatives of all the partners (contact person) nominated from 12 partner institutions by official letters.
4. In case of non-availability of nominated person, the institution can be represented by another staff member of the partner institution, upon written notice (email, official letter).
5. Decision of SC is made by majority of participant.
6. Session of SC is chaired by elected chairman among the members.
7. SC secretary is European project manager from project coordinator Institution (UFAR).
8. Secretary is in charge of preparation of SC protocols, which will be sent to SC members for approval within 7 working days after meeting.
9. SC meeting protocols are approved by members during 10 working days after reception. The absence of reply from SC member is considered as an approval.
10. Project’s external evaluator expert is participating in SC meeting.
11. Project Executive Management Team members (staff from UFAR, one representative from EU partners and two other representatives from Armenian and Moldavian institutions also participate in SC meetings.
12. Overall, 7 coordination meetings of the SC are planned.