

Attachment 08

Approval: International Black Sea University Governing Board

Porivision #03, 10/01/2024

**International Black Sea University
Strategic Development Office**

PROVISION

Tbilisi

2024

Article 1. General provisions

1.1 The present regulation defines the main goals and tasks, functions, duties, powers, management organization and structure of the main administrative structural unit of the "International Black Sea University" LLC (hereinafter - the University) - the Strategic Development Office (hereinafter - the Office);

1.2. The office is guided by the law of Georgia on "Higher Education", the university's regulations, the present regulations and other normative documents of the university.

1.3. The objectives, functions, powers, structure and management of the office are determined by this provision.

1.4. The office is subordinate to the vice-rector in the field of administration, responsible and accountable to him/her.

Article 2. Purpose and functions of the office

2.1 The objectives of the office are:

2.1.1 to ensure the management of institutional strategic planning and related processes with the involvement of all interested parties, taking into account the strategic planning methodology;

2.1.2 develop seven-year strategic development and three-year action plans, ensure their implementation promotion, control and monitoring;

2.1.3 to ensure the continuous development of the university by finding the best, modern approaches in the field of education at the local or international level and implementing them;

2.1.4 to ensure the conduct of research and data analysis necessary for the functioning of the university.

2.2 The functions of the Strategic Development Office are:

2.2.1 define and develop strategic planning methodology in agreement with structural units, schools;

2.2.2 develop mechanisms for monitoring strategic and action plans;

2.2.3 ensure the determination of the university's mission, vision and values with the involvement of stakeholders;

2.2.4 to ensure the organization of the processes necessary for strategic planning in accordance with the authorization standards of the higher educational institution;

2.2.5 to ensure the development of the action plan project of the university with the involvement of interested parties in accordance with the requirements of the Georgian legislation;

- 2.2.6 provide support for the development of action plans of structural units/schools in accordance with the normative documentation of the university;
- 2.2.7 to provide supervision of the process of implementation of strategic and action plans by structural units and schools of the university;
- 2.2.8 to ensure the development of reports and documents necessary for the strategic and action plans of the university (action plan execution, monitoring reports, etc.);
- 2.2.9 if necessary, to modify the strategic and action plans;
- 2.2.10 ensure the coordination of the development of the business process continuity plan of the university, the involvement of relevant structural units, the planning of relevant activities for its periodic updating;
- 2.2.11 At the end of each semester, review the activity reports presented by the structural units and, if necessary, submit the results for further review to the vice-rector in the field of administration for submission to the management board;
- 2.2.12 At the end of the academic year, to review the annual activity reports presented by the structural units/schools, based on which, together with the vice-rector of the administrative branch, the goals, indicators, and activities of the university's strategic and action plans will be evaluated and modified;
- 2.2.13 to participate in meetings with the university management, in order to discuss strategic and action plans;
- 2.2.14 to ensure, according to the need, the search for best practices at the local and international level, with the involvement of the strategic and action plans of the university, relevant structural units/schools;
- 2.2.15 to ensure the implementation of all those additional measures that are directly or indirectly related to the performance of its functions under this provision;
- 2.2.16 The office has the authority, in agreement with the vice-rector of the administrative field, with the involvement of relevant structural units, schools, to plan/implement the activities necessary for the strategic planning of the university.

Article 3. Structure of the Strategic Development Office

3.1. The office includes:

3.1.1. Head of Strategic Development Office;

3.1.2. Manager of Strategic Development Office;

3.1.3. Research and data analysis specialist.

Article 4. Head of Strategic Development Office:

4.1. The functions of the head of the strategic development office are:

4.1.2. is responsible and accountable to the vice-rector in the field of administration, fulfills the instructions and tasks of the vice-rector in the field of administration;

4.1.3. directs the daily activities of the Strategic Development Office in accordance with this provision;

4.1.4. Depending on the functions of the office, distributes activities among employees and issues relevant instructions;

4.1.5. develops an action plan and report of the office;

4.1.6. In order to achieve the goals of internationalization and sustainable development, he participates in various international or local projects, conferences, webinars. In the field of administration, in agreement with the vice-rector and relevant structural units, he plans relevant events;

4.1.7. ensures continuous activity of strategic and action plans, supervision of execution process;

4.1.8. ensures the organization of meetings, processes and events necessary for strategic and action plans in accordance with the authorization standards of the higher educational institution;

4.1.9. ensures production of relevant documentation of the office - strategic planning methodology, activity and monitoring reports, action plan execution report and others;

4.1.10. reacts to the results of structural monitoring and plans appropriate measures;

4.1.11. As necessary, plans meetings with structural units/schools to discuss the goals, indicators, activities and issues raised by them, in order to align their activities with the strategic and action plans;

4.1.12. Based on the results of institutional research, data and monitoring, in the field of administration, in agreement with the vice-rector, he/she evaluates and, as necessary, modifies strategic and action plans;

4.1.13. ensures the coordination of the development of the business process continuity plan of the university with the involvement of the relevant structural units;

- 4.1.14. as necessary, participates in meetings with the university management in discussing strategic and action plans;
 - 4.1.15. ensures the placement of the university's strategic plan, strategic planning methodology, performance reports and other relevant documentation on the website;
 - 4.1.16. ensures, as needed, with the involvement of structural units/schools, the search for best practices at the local and international level for the strategic and action plans of the university;
 - 4.1.17. 6. According to the regulations of the university, in the relevant structural unit, he submits a proposal on employee incentives and disciplinary responsibility;
 - 4.1.18. Within the scope of competence, he/she participates in university authorization and accreditation processes.
- 4.2. The head of the strategic development office is appointed and dismissed by the rector, on the recommendation of the vice-rector in the field of administration;

Article 3. Strategic Development Office Manager

- 3.1. The manager of the strategic development office is subordinate to the head of the strategic development office and is accountable to him/her, performs the tasks specified by the head of the office, in accordance with the goals and functions of the office;
- 3.2. The functions of the manager of the strategic development office are:
- 3.3. monitors annual reports of structural units, activities planned and implemented by schools during both semesters of the academic year (autumn, spring);
- 3.4. processes relevant documentation for monitoring and submits a report to the head of the office for further response;
- 3.5. organizes and participates in meetings with structural units/schools of the Head of Office as needed;
- 3.6. works on studies and reports necessary for the implementation of the action plan;
- 3.7. Performs other additional functions, depending on his/her competence and office goals.

Article 4. Research and data analysis specialist

- 4.1. Functions of research and data analysis specialist:
 - 4.1.1. Processes the data obtained from relevant studies for strategic and action plans, documents and submits the report to the head of the office for further response;

- 4.1.2. provides information retrieval based on institutional research, for which it produces an electronic database displaying information related to university management;
 - 4.1.3. organizes and participates in meetings with structural units/schools of the Head of Office as needed;
 - 4.1.4. works on studies and reports required for the action plan implementation report;
 - 4.1.5. Performs other additional functions, depending on his/her competence and office goals.
- 4.2. The research and data analysis specialist reports to and is accountable to the head of the Strategic Development Office.

Article 5. Final Provisions

- 5.1. This provision shall enter into force upon acceptance by the Governing Board;
- 5.2. Amendments to this provision are made in accordance with the rules established by the university;
- 5.3. Changes are reviewed and approved by the university's governing board;
- 5.4. Additional functions of the office can be determined by other normative documents of the university;
- 5.5. The vice-rector in the field of administration controls the implementation of this provision.