

Order No. 68/N of the Minister of Education and Science of Georgia

6 August 2021, Tbilisi

On Approving the “Rule for the Creation, Management and Administration of the Electronic System of the Vocational Training Program and the Vocational Retraining Program”

On the basis of Article 24 of the Organic Law of Georgia “On Normative Acts” and Article 6(1) of the “Rule and Conditions for Obtaining the Right to Implement a Vocational Training Program and a Vocational Retraining Program and for Their Recognition as Recognized by the State,” approved by Resolution No. 131 of the Government of Georgia of 15 March 2019, I hereby order:

Article 1

To approve the attached “Rule for the Creation, Management and Administration of the Electronic System of the Vocational Training Program and the Vocational Retraining Program.”

Article 2

This Order shall enter into force upon its publication.

Annex: Rule for the Creation, Management and Administration of the Electronic System of the Vocational Training Program and the Vocational Retraining Program

Article 1. Scope of Regulation

1. This Rule regulates the rule and conditions for the creation, management and administration of the electronic system of the vocational training program and the vocational retraining program (hereinafter – the electronic system).
2. The terms used in this Rule have the same meaning as the terms defined in the “Rule and Conditions for Obtaining the Right to Implement a Vocational Training Program and a Vocational Retraining Program and for Their Recognition as Recognized by the State,” approved by Resolution No. 131 of the Government of Georgia of 15 March 2019.

Article 2. Description of the Electronic System

The electronic system is a database placed on the server of the LEPL – Education Management Information System (hereinafter – the Management System), through which the proceedings and the relevant stages related to obtaining the right to implement a vocational training program and a vocational retraining program, as well as to implementing a vocational training program and a vocational retraining program without obtaining an additional right, are carried out electronically, in accordance with the rule established by the “Rule and Conditions for Obtaining the Right to Implement a Vocational Training Program and a Vocational Retraining Program and for Their Recognition as Recognized by the State,” approved by Resolution No. 131 of the Government of Georgia of 15 March 2019.

Article 3. Processes Taking Place in the Electronic System

1. Within the process of obtaining the right to implement a vocational training/vocational retraining program, the following processes are carried out by means of the electronic system:

a) the registration of the legal entity in the electronic system of vocational training and vocational retraining programs, and the entry of general information, which includes the following data:

a.a) name in Georgian and English;

a.b) identification code;

a.c) legal form;

a.d) contact information (e-mail address, telephone number, actual and legal address(es), indicating the region and the self-governing city/municipality);

a.e) details of the decision of the authorized body on granting the right to implement the program;

a.f) bank details;

a.g) infrastructure;

a.h) material resources (inventory-equipment);

a.i) field of activity;

a.j) cooperation with business;

a.k) responsible persons (first name, surname, contact information (mobile, e-mail address));

a.l) places of program implementation;

a.m) other information determined by the individual administrative-legal act of the head of the Management System;

b) the development and approval of the vocational training/vocational retraining program, on which a qualified electronic signature and/or qualified electronic seal has been applied;

c) the submission by the legal entity of an electronic application for obtaining the right to implement a vocational training program and a vocational retraining program, on which a qualified electronic signature and/or qualified electronic seal must be placed. The electronic application includes information about the legal entity, the program and its places of implementation, the justification of the number of places requested, and the documents attached to it;

d) the consideration by the apparatus of the council granting the right to implement the vocational training program and the vocational retraining program (hereinafter – the Council Apparatus) of the electronic application and the documents attached to it and, where necessary, the identification of deficiencies;

e) the elimination by the legal entity of an identified deficiency;

f) the sending to the legal entity of the individual administrative-legal act issued by the legal entity of public law – the National Center for Education Quality Enhancement (hereinafter – the Center) on the expert's visit to the legal entity, or on the creation of a group of experts and the conduct of a visit;

g) the submission by the legal entity to the Center of a reasoned application on the refusal of the expert(s), in accordance with the rule established by the General Administrative Code of Georgia;

- h) the determination of conformity with the level of the National Qualifications Framework defined by the vocational training/vocational retraining program and, where necessary, a change within levels 2–5;
- i) the verification by the Council Apparatus and the expert/group of experts of the conformity of the vocational training program and the vocational retraining program with the standards, and the preparation of an opinion;
- j) the submission of the opinion prepared by the Council Apparatus and the expert/group of experts to the legal entity and to the members of the council granting the right to implement the vocational training program and the vocational retraining program (hereinafter – the Council);
- k) the scheduling of an oral hearing and the invitation of interested parties to the oral hearing;
- l) the conduct of the Council session in electronic form;
- m) the reflection in the electronic system of one of the decisions made by the Council in accordance with paragraph 1 of Article 11 of the “Rule and Conditions for Obtaining the Right to Implement a Vocational Training Program and a Vocational Retraining Program and for Their Recognition as Recognized by the State,” approved by Resolution No. 131 of the Government of Georgia of 15 March 2019; and, under paragraph 2 of the same Article, where the Council decides to set the legal entity a period for correcting a deficiency, the reflection of the Council’s position in the electronic system;
- n) the elimination by the legal entity of the deficiency within the period set by the Council, the verification by the Council Apparatus and the expert/group of experts of the elimination of the deficiency in the vocational training program and the vocational retraining program, and the submission of the opinion to the Council. The reflection in the electronic system of the decision made by the Council on the basis of the opinion submitted by the Council Apparatus and the holding of the oral hearing;
- o) the reflection in the electronic system of the minutes of the Council session, which must bear the electronic signatures of the chairperson and the secretary of the Council;
- p) the reflection in the electronic system of the decision made by the Council or of the individual administrative-legal act issued by the Director of the Center;
- q) the assignment of a unique code to the vocational training/vocational retraining program;
- r) the announcement of the admission of listeners to vocational training and vocational retraining programs in an open or closed manner;
- s) the registration of applicants, the granting/termination of listener status, and the granting of graduate status.

2. In the case of a general/vocational/higher educational institution that wishes to implement a vocational training program and/or a vocational retraining program without obtaining an additional right, within the vocational educational program whose implementation right it has obtained as a result of authorization (implementation of a vocational training and vocational retraining program without obtaining an additional right), the following processes are carried out by means of the electronic system:

- a) the development and approval of the vocational training and vocational retraining program, on which a qualified electronic signature and/or qualified electronic seal must be placed;
- b) the submission by the legal entity of an application for obtaining the right to implement a vocational training program and a vocational retraining program, on which a qualified electronic signature and/or qualified electronic seal must be placed; the electronic application includes information about the legal entity, the program and its places of implementation, the justification of the number of places requested, and the documents attached to it;
- c) the consideration by the Center of the electronic application and the documents attached to it and, where necessary, the identification of deficiencies;
- d) the elimination of the deficiency by the educational institution;
- e) the verification by the Council Apparatus, in accordance with the established rule, of the conformity of the vocational training program and the vocational retraining program;
- f) the determination of conformity with the level of the National Qualifications Framework defined by the vocational training/vocational retraining program and, where necessary, a change within levels 2–5;
- g) the elimination by the legal entity of the deficiency within the period set by the Council Apparatus;
- h) the making by the Center of a decision on the registration of, or refusal to register, the vocational training/vocational retraining program in the electronic system, and its reflection in the system;
- i) the assignment of a unique code to the vocational training/vocational retraining program;
- j) the announcement of the admission of listeners to vocational training and vocational retraining programs in an open or closed manner;
- k) the registration of applicants, the granting/termination of listener status, and the granting of graduate status.

3. The Management System is authorized, for the purpose of identifying/verifying natural persons reflected in the system in accordance with the procedure established by legislation, and/or of establishing/verifying the fact of their civil status/other status defined by legislation, to receive and process the following personal data of a natural person held in the electronic database of the LEPL – Public Service Development Agency, which operates within the governance area of the Ministry of Justice of Georgia:

- a) first name, surname;
- b) personal number;
- c) date of birth;
- d) sex;
- e) citizenship;
- f) legal address;

g) other data (other than personal data) determined by the individual administrative-legal act of the head of the Management System.

4. Processes carried out by means of the electronic system have the same legal force as proceedings carried out through the electronic document circulation system.

Article 4. Verification of the Conditions for Implementing the Vocational Training and Vocational Retraining Program

1. In the event of a change in the vocational educational standard, the legal entity ensures that the Center is informed about the implementation of the relevant change in the vocational educational program, and that the changed vocational training/vocational retraining program and/or those changed parameters of the program that it has the right to change are reflected in the electronic system.

2. The administrative proceedings begun by the Center on monitoring the fulfilment of standards, and the opinion on verifying the legal entity's/educational institution's conformity of the conditions for implementing the vocational training/vocational retraining program with the standards established by Article 4 of the "Rule and Conditions for Obtaining the Right to Implement a Vocational Training Program and a Vocational Retraining Program and for Their Recognition as Recognized by the State," approved by Resolution No. 131 of the Government of Georgia of 15 March 2019, are reflected in the electronic system.

Article 5. Management and Administration of the Electronic System, Access to Data, Confidentiality and Retention Period

1. The technical administration of the electronic system is carried out by the Management System. The management of the processes taking place in the electronic system is carried out by the Center and the Management System, in accordance with the rules defined by Resolution No. 131 of the Government of Georgia of 15 March 2019 "On Approving the Rule and Conditions for Obtaining the Right to Implement a Vocational Training Program and a Vocational Retraining Program and for Their Recognition as Recognized by the State," by Order No. 71/N of the Minister of Education, Science, Culture and Sport of Georgia of 10 April 2019 "On Approving the Rule and Conditions for Enrollment in a Vocational Training Program and a Vocational Retraining Program," and by Order No. 59/N of the Minister of Education, Science, Culture and Sport of Georgia of 26 March 2019 "On Determining the Rule for Developing and Approving a Vocational Training Program and a Vocational Retraining Program."

2. Access to the personal data reflected in the system is held by:

- a) employees of the Ministry of Education and Science of Georgia who have the relevant scope of access to data in the system;
- b) employees of the Center and the Management System who need access to data in order to perform their own rights and duties and who have the relevant scope of access to data in the system;
- c) employees of the Management System who participate in the creation (developer), refinement and/or management of the system;
- d) other persons, in the cases provided for by legislation.

3. The persons provided for by paragraph 2 of this Article are obliged to protect the confidentiality of the information reflected in the system and not to disclose information that

became known to them in the performance of their official duties, except in cases provided for by legislation.

4. Access to data in the electronic system is granted to the relevant employee(s) by the Management System, on the basis of a relevant written request.

5. Data reflected in the electronic system are stored for the duration of the active status of the persons concerned. When active status is terminated, the data are archived electronically and stored for 75 years. Archived data are no longer accessible to users of the system. Access to archived data is held by the person(s) determined by the individual administrative-legal act of the head of the Management System, in accordance with the procedure established by legislation. After the expiry of the 75-year period, the data are deleted.

6. For the purposes of paragraph 5 of this Article, termination of active status means the termination of status for listeners and, for any person employed at an educational institution, the termination of the employment relationship with that institution.

Article 6. Storage of Backup Copies

1. Backup copies of the electronic service placed on a physical device (hereinafter – the virtual machine) and of files are stored for the whole system once a week, on Saturday or Sunday; a record of changes is stored daily. The retention period for backup copies of the whole system is two weeks. The validity of a backup copy is determined within three months of the creation of the last full copy.

2. Backup copies of the database of the whole system are stored daily after 00:00; a record of changes is stored once every 15 minutes. The retention period for backup copies of the whole system is 1 week. The validity of a backup copy is determined within one week of the creation of the last full copy.

3. A backup copy of planned changes is stored as needed. Backup copies of files are stored daily. The validity of backup copies is checked at least once every three months.

4. Data are restored on the basis of a written request or, in a critical situation, on the basis of an oral agreement, which is recorded as an entry in the internal task management system of the Management System.

5. The full virtual machine is restored on the existing resource or on other new server infrastructure, and backup files are restored on the same dedicated server resource or on other new server infrastructure.

6. Access to backup copies is held by the system administrator(s) of the Management System, and the requirements established by this Rule related to data processing and the protection of confidentiality apply to them.

Article 7. Security of the Electronic System

1. The electronic system is placed on the servers of the Management System, whose security and high-technology standard is ensured by the Management System.

2. When registering in the electronic system, the applicant must use a one-time security code (a so-called captcha).

3. Where necessary, two-factor authorization (SMS/e-mail gateway) must be provided for in the system, which means that, if the username and password are entered correctly, an additional four-digit code is sent to the mobile number, with which authorization is completed.

4. The duration of an authorized user's session in the system in the event of inactivity is set at 5 minutes. After this period expires, a message with the following content is shown in the system: "Do you wish to continue working?" A 10-second period is set for responding to the message (confirmation/refusal). In the case of refusal or expiry of the 10-second period, the user is automatically logged out of the system and the session is cleared.

5. If a user makes 3 consecutive incorrect authorization attempts in the electronic system, the user is blocked and the following message is displayed: "Your user account is blocked, unblocking time is 5 minutes." With each subsequent attempt, it shows how many minutes remain until unblocking.

6. If a user discovers any kind of deficiency, notice of it must be given to the relevant contact address indicated in the electronic system, which is determined individually by the Management System.

Article 8. Storage of Operations Performed in the Electronic System (Logging)

1. The electronic system is equipped with so-called logging means. Successful and unsuccessful operations and attempts made from the user's working environment (interface) are stored in full.

2. In the case of three incorrect authorization attempts, the following are logged: the date of blocking of the user, the username and the IP address.

3. The actions of an authorized user are logged as follows:

- a) type of action (read, write, update, delete – CRUD);
- b) object of the action;
- c) time of the action;
- d) username;
- e) IP address.

4. Errors are logged as follows:

- a) type of error;
- b) time the error occurred;
- c) object of the action;
- d) IP address.

Article 9. Username and Password Policy

1. The e-mail address indicated at registration is used as the username in the electronic system.

2. For authorization, the electronic system uses the central authorization method (SSO) of the unified education system, which is based on official e-mail data and, if the information is entered correctly, performs successful authorization.

3. When the password or e-mail address of the official e-mail is changed, the authorization parameters for access to the electronic system are changed, and where the e-mail is cancelled, the user's ability to authorize is automatically restricted.

Article 10. Forms and Validations

1. A csrf token must be used on all forms.
2. All fields in the electronic system must be of the appropriate data type, and the relevant validations must be performed.
3. Flood control must be used in the electronic system.

Article 11. Communication with External Services

1. For communication with external services, a VPN or another type of secure connection must be used.
2. In terms of the performance of communication, the connection to the secure channel must be checked and, in the case of an error, logged.

Article 12. Putting the Electronic System into Operation

1. After the creation/modification (development) of the electronic system is completed, the Management System is obliged to carry out a penetration test of it, and only after this shall the electronic system be made accessible to users of the external and/or internal network.
2. For testing, after the creation of the electronic system is completed, the software service of the Management System must apply to the person of the Management System responsible for information security, after which the electronic system is tested. If deficiencies exist, the software service is obliged to correct the deficiencies identified as a result of testing, or to justify the reason why they cannot be corrected, and to notify the person of the Management System responsible for information security.
3. If, for certain reasons, an identified deficiency could not be corrected, the person of the Management System responsible for information security is obliged to notify the head of the Management System of this, who makes the relevant decision.

Article 13. Transitional Provisions

1. This Rule shall apply from 1 July 2019 to actions carried out by the Center, the Management System, and the legal entity and educational institution for the purpose of obtaining/registering the right to implement a vocational training/vocational retraining program.
2. In order to ensure compliance with the administrative proceedings time limits defined by legislation, where administrative proceedings begun in the electronic system cannot be continued due to a malfunction of the system/technical reasons, the Center is authorized to ensure the continuation of the administrative proceedings begun by alternative means (the electronic document circulation system), and to reflect the process carried out in the electronic system, taking this Rule into account, as soon as possible.
3. The Management System is obliged, up to and including December 2022, to ensure the completion of the creation of the functionalities provided for by this Rule and their proper functioning.

Minister of Education and Science of Georgia
Mikheil Chkhenkeli