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**Bylaw of the Social Partnership Committee for the Technical and Vocational Skills Development Sector**

Whereas, the formation of the Social Partnership Committee was carried out in accordance with the decision of the E-TVET Council in 2017, and then confirmed by a decision of the TVSDC Council the Alternative / Institutional Heir to the Council based on the requirements of Law No. 9 of 2019, what is stated in this bylaw is considered An internal organizational procedure that complements the general framework of social partnership in order to organize its work and facilitate its performance of its tasks.

**Article 1: This bylaw is called: the internal bylaw of the Social Partnership Committee to support the technical and vocational skills development sector.**

**Article 2**: The following terms and expressions, wherever stated in this bylaw shall have the meanings thereto below unless the context indicates otherwise:

**Commission**: Technical and Vocational Skills Development Commission.

**Council**: The Council of Technical and Vocational Skills Development Commission.

**Chief Executive Officer**: chief executive officer of the Technical and Vocational Skills Development Commission.

**President of the Committee**: president of the Social Partnership Committee to support the technical and vocational skills development sector.

**Committee**: Social Partnership Committee to support the technical and vocational skills development sector.

**Article 3: The objectives of the committee**

The committee seeks to support the skills development sector by stimulating active partnership and enhancing social dialogue with social partners, civil society organizations, service providers, various actors and those who are interested in the skills development sector, in order to achieve the best levels of compatibility and consensus between the outputs of the TVET and the needs of the labour market, addition to support the efforts of the public and private sectors to improve the attitudes of youth and women towards TVET, in order to create a generation of youth who value the TVET and contribute in the creation of social and economic renaissance.

**Article 4: Membership of the Committee**

A- The membership of the committee consists of:

1. Two representatives appointed by the CEO of the TVSDC.

2. Four employers representatives who are equally represented in the Jordan Chamber of Industry and the Jordan Chamber of Commerce provided that they are current or former members of the boards of directors of the chambers.

3. Four representatives from the General Federation of Trade Unions provided that they are members of trade union councils.

4. Two representatives from the Farmers Union, to be nominated by the Union.

5. Two representatives from the Ministry of Labour, to be nominated by the Minister of Labour, one of the nominated should be the placement / employment director.

6. Two representatives from the Ministry of Education to be nominated by the Minister of Education, provided that they are at the level of directors and are concerned with technical and vocational education.

7. A representative from Al-Balqa Applied University.

8. A representative from the Vocational Training Corporation.

9. Two members representing Technical and Vocational Training Services Providers from the private sector, chosen by the TVSDC Council.

10. Two members from two associations or two initiatives concerned with youth, who are chosen by the TVSDC council in consultation with the committee president.

B- The membership period of the committee is three (3) years, renewable. Any member who has lost membership - for any reason - is replaced or compensated by a decision of the council and based on the nomination of the body represented by the member in accordance with what is indicated in Item (A) of this article, and The term of the substitute member is considered a complementary period for the period spent by the member who lost his membership.

C**-** Membership of the committee is voluntary and it does not result in or from it any financial rights, privileges, or obligations for members. In a case of assigning tasks or works to a member that entail direct financial costs, it will be paid to him in accordance with the financial principles used in the governmental institutions.

**Article 5: Chairing the committee**

1. The president of the committee is confined to representatives from Jordan Chamber of Industry and Commerce.

2. The term of the committee’s presidency is two years, rotated between the one who represents the Chamber of Industry and the one who represents the Chamber of Commerce.

3. If the president of the committee resigns or replaced before the end of his term, an alternative should be appointed from the same chamber that he represents to complete the two-year period before the presidency moves to one from the other chamber representatives.

**Article 6: The Tasks of the president**

1. chairing the committee's meetings and follow-up its work.
2. Representing the committee before the council and other authorities.
3. Coordination with the heads of sectoral skills councils.
4. Approving and signing the expenses of the committee with the treasurer.

**Article 7: The Secretariat of the Committee**

1. One of the commission's representatives shall be assigned to do the secretariat work of the committee, in this is in consultation between the chairman of committee and the chairman of the commission.

**Article 8: Tasks of Committee Secretariat**

The committee secretariat performs the following tasks under the direct supervision of the committee chairman and in full coordination with him.

1. Document and archive the committee’s records, correspondence, meeting minutes, reports and documents issued by it.
2. Assist the committee chairman in following up the taken decisions or assignments.
3. Prepare, record and sign minutes of sessions with the chairman after approval by the committee.
4. Prepare any draft periodic reports on the work of the committee to be approved by the committee.

**Article 9: The committee's meetings**

1. The Committee shall hold its periodic meetings at the request of the president, at least once - every two months.
2. The president can invite the Committee to non-periodic meetings whenever he deems it necessary.
3. A percentage of 40% of the committee members is entitled to request a non-regular meeting with attached justifications for this request. The committee will hold its meeting within a period not exceeding ten days from this request.
4. The committee meeting is considered legal if attended by half of the members +1.
5. As the work and philosophy of the committee are based on the principle of dialogue, consensus, and constructive cooperation that aims to revamp the skills development sector, taking into account the interests and concerns of the various parties, the decisions and recommendations of the committee are taken in consensus (unanimously), and if consensus is not possible, the decision requires that two-thirds of the members should be presented in the meeting in order to make decision effective.
6. The committee may invite any person it deems appropriate to attend its meetings as an observer to seek his opinion or benefit from his experiences without having the right to vote.
7. The secretary of the committee takes the minutes of the meetings, signs them with the chairman, and keeps them in a special record.

**Article 10: The committee's finances**

1. The committee’s finance consists of the annual budget allocated by the commission to finance the committee’s activities in addition to any donations or financial contributions that the committee accepts and approves.
2. The funds of the committee are kept as trusts in the commission financial fund, and disbursements are made on the basis of an advance payment request submitted to the president of the Commission and signed by the Chairman of the Committee and its treasurer.
3. The payment of the financial advances is supported by the expense documents signed by the committee president and the treasurer.
4. The treasurer maintains a financial record showing the received amounts and expenses.
5. Agreement shall be reached between the committee president and the CEO of the commission on any additional details related to the financial aspects.
6. The treasurer prepares an annual financial report to be approved by the committee to be submitted to the TVSDC Council and its chairman.

**Article Eleven: Amending the bylaw**

1. This bylaw shall be amended with the approval of two-thirds of the members of the committee. A copy of the approved bylaw and the amended bylaw shall be deposited with the council and the CEO of the commission.

**Article 12:** **Dissolution of the Committee**

1. The committee shall be dissolved by a decision of the Commission's council.

2. In a case of dissolution of the committee, its assets shall be transferred to the commission or the body determined by the dissolution decision.