

Pursuant to Paragraph 2 of the Guidelines on organisation and implementation of trainings for the data controllers and processors No. 02-1414/1 from 11.11.2010, the president of the Commission brought

**RULE OF PROCEDURES**  
**of the Commission for implementation of trainings**

**Article 1**

This rule of procedures regulates the work of the Commission for implementation of trainings (in the further text: the Commission).

**Article 2**

The Commission is consisted of:

- President;
- Secretary and
- Members.

**Article 3**

The President of the Commission:

- Implements the Annual program for trainings of data controllers and processors;
- Prepares the draft Annual training program for trainings of controllers and processors for the following year, together with the other members of the Commission;
- Reviews the submitted training registrations;
- Prepares the schedule of the trainers for specific themes for the trainings;
- Delivers a request to the director of the Directorate for involvement of other public servants or external experts for conducting a part of the training;
- Handles in the certificates of the participants in the training, upon the authorisation of the director of the Directorate;
- Issues confirmations upon request of the participants according to the information from the record of trainings in the field of data protection;
- Takes care of the regular payment of the costs of the trainings and
- Performs other duties specified by this work plan, the other provisions of the Directorate, as well as the other provisions on the data protection.

**Article 4**

The Secretary of the Commission:

- Records the trainings in accordance to the provisions of the Guidelines on the record keeping of trainings in the field of data protection;

- Receives and records the requests for the trainings;
- Contacts with the participants and informs them on the dates for the trainings in which they take part;
- Prepares confirmations for participation in the training;
- Organises and performs the fulfilment of the forms for attendance and evaluation of the trainings;
- Completes and keeps the records for each implemented training;
- Cares about the regular preparation of the certificates for the participants in the training, and
- Performs other duties specified by this work plan, the other provisions of the Directorate, as well as the provisions on data protection.

#### **Article 5**

The Members of the Commission:

- Perform immediate preparations of the materials and implement the trainings as trainers of specific themes in accordance with the type of the trainings;
- Prepare the presentations and the other materials for the implementation of the trainings in electronic and printed version and deliver them to the participants;
- Conduct the trainings, and
- Perform other duties specified by this Work plan, the other provisions of the Directorate, as well as the provisions on data protection.

#### **Article 6**

If needed, the Commission holds work meetings for preparing and implementation of the trainings.

The work meetings of the Commission are appointed by the President of the Commission.

#### **Article 7**

On the day of entry into force of this work plan, the previous work plan of the Commission for implementation of trainings No. 13-1515/1 from 24.11.2011 is revoked.

#### **Article 8**

This work book enters into force on the date of adoption.

President of the Commission,

Manuela Stanoevska

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