

## **Procedure of compiling documents directing the development of the Estonian Academy of Security Sciences**

### **1. General provisions**

- 1.1. This document includes the names of the main documents directing the development of the Estonian Academy of Security Sciences (hereinafter *Academy*), and it states both the rules for compiling, amending, confirming thereof and those for the compiling, confirming and making the reports on development public.
- 1.2. Development documents must be connected and in accordance with one another. Development documents and development-related reports shall be compiled and development documents shall be amended keeping in mind the objectives of the Academy as a whole.

### **2. Types of development documents**

- 2.1. The Academy's main internal development documents (hereinafter *development documents*) are development plan, implementation plan and action plan.

### **3. Deadlines**

- 3.1. Changes to the development plan shall be confirmed by 1 March at the latest.
- 3.2. Implementation plan, amendments to it, action plan and the reports on the execution of the implementation plan and the action plan shall be confirmed by 1 October at the latest.
- 3.3. Overview of the execution of the action plan shall be presented to the Rector for reviewing by 20 February of the year the action plan is meant for.

### **4. Tasks and responsibility**

- 4.1. Under the leadership of the Vice Rector for Research, Development and Innovation, the Department of Development:
  - 4.1.1. based on the received input, compiles the Academy's development document, and if necessary a draft for amending it, and the Academy's yearbook, execution report of the implementation plan and development plan and an overview of the execution of the action plan;
  - 4.1.2. organises the reception of the relevant, correct and timely input needed for compiling the documents brought in 4.1.1;
  - 4.1.3. presents drafts of the development plan and implementation plan and the draft of amending thereof to the Council to confirm, and the draft of the action plan to the Rector to confirm. Before the draft of the implementation plan, action plan and the draft to amend thereof are presented for confirming, the sections connected with a certain college or institute must be reviewed by the council of this college or institute.

- 4.1.4. presents the execution reports of the implementation plan and the action plan to the Rector to confirm, and the overview of the execution of the action plan to the rector to review. Before the report on the execution of the implementation plan and action plan is presented to the Rector to confirm, the sections connected with a certain college or institute must be reviewed by the council of this college or institute;
- 4.2. To fulfil the tasks brought in 4.1, the Vice Rector for Research, Development and Innovation may form work groups or committees, the members of which can include experts not belonging to the staff of the Academy.
- 4.3. Rector and the Vice Rector (hereinafter *head of the development plan*) both guarantee providing the Department of Development with relevant, correct and timely input in order the development document in their area of responsibility could be compiled and the implementation thereof could be monitored.
- 4.4. Bodies responsible for the execution of this planned in the development documents shall be stated in the implementation plan, and the bodies carrying out the activities shall be stated in the action plan.
- 4.5. The editing and translating (if necessary) process of the Academy's yearbook is organised by the Academy's publisher.

## **5. Monitoring of the execution of the implementation plan**

- 5.1. The body responsible for the execution of this planned in the development documents presents the Department of Development an electronic overview of the achieving of the objectives stated in the implementation plan for the previous academic year by 15 September. If necessary, they also present a proposal to amend the development document. The head of the development plan must review the overview of the execution of the implementation plan and the proposal for amending the development documents before presenting them to the Department of Development.
- 5.2. The overview brought in 5.1 states the planned objectives with the baseline, target levels, and the achieved level. Should statistics not be available, the last known statistics or experts' evaluation shall be used.
- 5.3. Based on the received input, the Department of Development compiles a report on the execution of the Academy's implementation plan, and if necessary, a draft to amend the development document.

## **6. Monitoring of the execution of the action plan**

- 6.1. The body responsible for the execution of the action plan, presents the Department of Development an electronic overview of the execution of the first semester of the action plan by 15 February, and an overview of the execution of the previous year of the action plan by 15 September. The head of the development plan must review the overview of the execution of the action plan before presenting it to the Department of Development.
- 6.2. The overview of the execution of the action plan must state whether each activity has been accomplished, partly accomplished or not accomplished by the set deadline. Circumstances preventing the timely execution of the action plan, information on what is being done to accomplish the task, the new deadline, and if necessary, proposals for amending the action plan or adding the activity to the next year's action plan, must also be brought out.
- 6.3. Based on the received input, the Department of Development compiles a report on the execution of the first semester of the Academy's action plan or a report on the execution of the action plan.

## **7. Public disclosure**

- 7.1. Development documents and reports on the execution of the implementation and action plan are introduced to the staff of the Academy, and these shall be made available on the Academy's intranet and register of documents.
- 7.2. Development plan and the Academy's yearbook shall be published on the Academy's website.
- 7.3. The results of the report on the execution of the implementation plan shall be published in the Academy's yearbook.
- 7.4. The Academy's yearbook shall be published by the Department of Communications.

## **8. Implementation**

- 8.1. This procedure shall be implemented after its entry into force.