

The organisation and responsibilities of the quality management

The director of FINEEC is responsible for the quality of the activities and their development. Every FINEEC staff member is responsible for the quality of her/his own work and its development, to act in accordance with the common procedures and to participate in the development of the work community. Each director of unit participates in the management of the FINEEC and is responsible for achieving the objectives of the FINEEC and for the effectiveness, performance and development, finances, quality of outputs and services of the unit she/he manages.

Process management as FINEEC's management practice

1. supports the identification and prioritisation of development needs in activities as well as the direction of development measures and related decision-making; and
2. manages the implementation of evaluations in accordance with common procedures in FINEEC's units.

The Director of FINEEC

- manages, supervises and develops the activities of FINEEC
- is responsible for the performance of the activities and for the achievement of the objectives set for FINEEC and the implementation of the National Plan for Education Evaluation
- is responsible for internal control, quality management, document management, risk management, data security and data protection,
- is responsible for the process management system as part of the management system.

The Director of Unit

- is responsible for achieving the objectives of FINEEC and for the effectiveness, performance and development, finances, quality of outputs and services of the unit she/he manages.
- directs the work of staff under her/his immediate authority and acts as her/his immediate supervisor.
- is responsible for the consistent implementation of processes in the unit.

The Process Manager

- is responsible for the process descriptions being up to date and the continuous improvement of the process,
- ensures that feedback on evaluation projects is collected in accordance with the feedback system and that the feedback is analysed and processed;
- ensures that the project managers and others involved in the evaluation are briefed and introduced to the evaluation process.



Each FINEEC staff member

- is responsible for the quality of their own work and its development and participate in the development of the work community
- operates in accordance with commonly agreed procedures and process descriptions,
- is obliged to provide information in a transparent and timely manner on matters for which she/he is responsible for
- is obliged to inform not only the supervisors but also the director of FINEEC of any issues that arise and are pending that are important for the FINEEC activities.