



Document Title	STANDARD OPERATING PROCEDURE FOR THE COUNCIL OF INSTITUTES (COI)			Page 1 of 7
Document Number	391	Document Revision	A	Date Issued
				21.02.2022

GENERAL INFORMATION

1	Document category	Procedure			
2	Document approver	COI			
3	Minimum list of document users to be notified upon release of document update	COI Members			
4	Document change history				
	A	Document Change Tracking Number	Date released	Change originator	
		26/2022	21.02.2022	Prof Joachim James Calleja, Dr Eman Calleja, Ing Loius Aquilina, Mr Bradley Debono.	
		Change history (Section/change details)			
		New Document 1 st official release			
	Document change history				
		Document Change Tracking Number	Date released	Change originator	
		Change history (Section/change details)			
	Document change history				
		Document Change Tracking Number	Date released	Change originator	
		Change history (Section/change details)			

Instructions for document users with access to College Website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

Document users are encouraged NOT to retain printed hard copies of the Quality Management System documents. If, however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 today!



Document Title	STANDARD OPERATING PROCEDURE FOR THE COUNCIL OF INSTITUTES (COI)			Page 2 of 7	
Document Number	391	Document Revision	A	Date Issued	21.02.2022

Contents

1. INTRODUCTION.....	3
2. THE MALTA EDUCATION ACT (2006) AND THE MCAST COUNCIL OF INSTITUTES.....	3
3. DEFINITIONS.....	3
4. ROLES AND FUNCTIONS OF THE COUNCIL OF INSTITUTES’ MEMBERS	3
5. ADMINISTRATION OF THE COUNCIL OF INSTITUTES MEETINGS.....	4
6. THE COI AGENDA	5
7. VOTING PROCEDURE.....	6
8. CODE OF CONDUCT FOR COI MEMBERS.....	6
9. COMMUNICATION OF DECISIONS OF THE COI.....	6
10. SETTING UP OF COI SUB-COMMITTEES OR WORKING GROUPS	6
11. CONFIDENTIALITY	7
12. DATA PROTECTION.....	7



Document Title	STANDARD OPERATING PROCEDURE FOR THE COUNCIL OF INSTITUTES (COI)			Page 3 of 7	
Document Number	391	Document Revision	A	Date Issued	21.02.2022

1. Introduction

1.1. The Malta Education Act (2006) stipulates the Council of Institutes (COI) as one of the MCAST governing bodies (91[1b]). It also defines its composition [94] and functions [95], as explained in the following article.

2. The Malta Education Act (2006) and the MCAST Council of Institutes

2.2. The MCAST Council of Institutes (COI) shall be set up as indicated in the Malta Education Act (2006). It will perform the functions stipulated in the same Act

3. Definitions

3.3. 'Act' – the Maltese Education Act, Chapter 327 (2006) and any modification thereto or re-enactment thereof and includes any Rules and Regulations framed thereunder.

3.4. 'Chairperson' – the MCAST Principal & CEO, or his appointed substitute when he is absent.

3.5. 'Council of Institutes' – one of the five governing bodies instituted by the Maltese Education Act (2006) for MCAST, also known as 'COI.'

3.6. 'MCAST' – The Malta College of Arts, Science and Technology.

3.7. 'Meeting' – a Meeting that is duly convened and constituted of the Council of Institutes or any Committee thereof.

3.8. 'Secretary' – the MCAST Registrar or the person appointed by the MCAST Principal & CEO to fulfil this role in the Registrar's absence.

4. Roles and functions of the Council of Institutes' members

4.1. The COI Chairperson

The MCAST Principal & CEO is 'ex officio' the Chairperson of the COI. In his absence, the Principal may delegate either one of the Deputy Principals or the College Registrar to chair these meetings.

As the COI Chairperson, the Principal & CEO is expected to fulfil the following tasks:-

- i. To facilitate the smooth and professional administration of the COI meetings;
- ii. To liaise with the Deputy Principals and the Registrar when setting up the COI meeting agenda;
- iii. To ensure the implementation of this Standard Operating Procedure for COI meetings;
- iv. To lead COI meetings in a spirit of collaboration with all participants, providing adequate space for discussion for all COI participants while taking the necessary steps to enforce a spirit of mutual respect towards all COI members;
- v. To call, in liaison with COI members, for an extension of any meeting if and when this is necessary, such as in situations that demand critical decisions given the COI functions (refer to 3 above);
- vi. To monitor the implementation of COI decisions in every following COI meeting;
- vii. To check that the COI minutes are in order before they are distributed to COI members;
- viii. To liaise with COI members when it is necessary to invite non-COI guests to address COI meetings;



Document Title	STANDARD OPERATING PROCEDURE FOR THE COUNCIL OF INSTITUTES (COI)			Page 4 of 7	
Document Number	391	Document Revision	A	Date Issued	21.02.2022

- ix. To establish, in liaison with the Deputy Principals, any training session required for the continuous professional development of COI.

4.2. The COI Secretary

The MCAST Registrar is the COI Secretary. In the absence of the Registrar, the MCAST Principal & CEO may delegate this function to another Council Member whose grade must be at least that of a Director.

Above all, the Secretary is responsible for the implementation of these tasks:-

- i. To invite the COI members to put forward proposed agenda items.
- ii. In liaison with the COI Chairperson, the Secretary will communicate with COI members, explaining item(s) that were not accepted on the Council agenda.
- iii. To minute the proceedings of the Council Meeting and then present them to the COI Chairperson for his approval before disseminating them among all Council members.
- iv. To present the minutes of the previous COI Meeting to the COI Chairperson during the following COI Meeting for signature.
- v. To retain the signed COI Meeting minutes safe for future records.
- vi. To communicate any part of the full COI Meeting with the COI Chairperson's approval.
- vii. To share minutes that need to be implemented with those concerned who do not form part of the COI.
- viii. To ensure that the COI minutes are not altered in any way after the Chairperson's and his signature. Any accepted changes must be reflected in the minutes of the following COI Meeting.

4.3. COI members

All COI members contribute to the agenda and the resulting discussions during the COI meetings. To ensure the smooth administration of the COI meetings, each member is expected to follow these few basic guidelines:

- i. to be well-prepared for the meetings by going through any related background material related to the agenda items, thus avoiding impromptu discussions and unresearched facts which generally lead to mistaken decisions by the COI;
- ii. to participate in such manner that befits the COI, including the employment of a language and conduct that are appropriate for the COI meetings; and
- iii. to contribute to the proposal of agenda items in line with Article 5 below, whenever necessary and whenever these fall within their, line of duties.

5. Administration of the Council of Institutes Meetings

Council Meetings are generally held in the Administration Board Room or the Hall in the Reno C. Borg Building, but may also occur in any part of the MCAST campuses. In very exceptional cases, the Council of Institutes Meetings may occur online.



Document Title	STANDARD OPERATING PROCEDURE FOR THE COUNCIL OF INSTITUTES (COI)			Page 5 of 7	
Document Number	391	Document Revision	A	Date Issued	21.02.2022

5.1. Notification of meeting date, venue and agenda

The Secretary of the Council of Institutes notifies all COI members about the meeting date, venue, and agenda no later than ten (10) days before the COI Meeting.

5.2. Attendance of Council members

The COI Secretary records the attendance of COI members and it is communicated in the first part of the minutes of each meeting, including the names of those who are absent or under 'apologies'.6c Duration of COI meetings

In general, unless there are exceptional and urgent circumstances, the COI meetings should not exceed three (3) hours.

5.3. COI meeting minutes

The secretary shall produce a record of each meeting. Draft minutes shall be issued to the members within ten (10) working days following the meeting. Minutes will be formally approved in subsequent sessions.

5.4. Frequency of COI meeting

The Council of Institutes shall meet as stipulated in the Malta Education Act (2006).

5.5. The quorum for the Council of Institutes Meetings

The quorum for COI Meetings shall be as stipulated in the Malta Education Act (2006).

6. The COI Agenda

6.1. Not later than ten (10) days before the date of the COI Meeting, the COI Secretary is to send an email to all Council Members inviting them to suggest, by a specific deadline date, any items to be considered for inclusion in the COI agenda. Any proposed items received after the deadline date (five (5) working days before the Council Meeting) will be considered for the subsequent Council Meeting.

6.2. COI members shall ensure that the items they propose are relevant to the functions and powers of the Council, as stipulated in the Maltese Education Act (2006) Chapter 327 (refer to Article 3 above). No items suggested by any council member, that are relevant to the said 'functions and powers', are to be refused from the Agenda as long as their inclusion does not take the COI beyond the 3-hour limit.

6.3. All proposed agenda items have to reach the COI Secretary by email not later than five (5) working days before the date of the Council meeting, with the following information:

- i. The title (subject area) of the proposed item;
- ii. A concise description of the proposed item, including any supporting data, information, records, documents, evidence, etc.;
- iii. The proposed resolution, where applicable

6.4. Those COI members who would like to propose an agenda item for the COI Meeting have to indicate whether their proposed item is:

- i. for adoption,
- ii. for discussion,
- iii. for a decision or
- iv. for information or a combination of one or more of these items.



Document Title	STANDARD OPERATING PROCEDURE FOR THE COUNCIL OF INSTITUTES (COI)			Page 6 of 7	
Document Number	391	Document Revision	A	Date Issued	21.02.2022

6.5. When the COI Secretary forwards all proposed agenda items to the COI Chairperson, the latter will determine whether (a) to include the proposed item in the Council agenda; (b) to request the interested member to provide further information about his proposed agenda item, or (c) to decide that the proposed item is included in the agenda of another forum.

6.6. The COI Secretary shall only include those eligible items approved by the Chairperson in the Council agenda that fulfil the requirements as described in 6c above.

6.7. The structure of the COI Meeting agenda follows this format:

- i. Apologies
- ii. Reading of the COI Meeting minutes
- iii. Matters arising from the minutes
- iv. Agenda items approved for the COI Meeting
- v. AOB

Reference Document

Doc 349: Procedure for Setting of Agenda for Discussion in Col Meeting

7. Voting procedure

7.1. If there is a need to vote, all COI members except for the MCAST Principal & CEO have a right to cast their vote.

7.2. The MCAST Prinipal & CEO always retains the right of the casting vote. Voting in the COI Meetings can occur by showing hands if all COI members agree or by secret ballot.

7.3. The COI Secretary will record all voting results in the COI Meeting minutes.

8. Code of conduct for COI members

8.1. All members of the Council of Institutes are expected to be aware that such participation in COI Meetings carries a high degree of ethical conduct and responsibility towards all of MCAST's institutions, learners and employees, mainly since much of the College's success and achievements depend on what is discussed and decided in COI Meetings.

8.2. It is the duty and responsibility of the COI Chairperson to retain a smooth running of COI Meetings.

9. Communication of decisions of the COI

9.1. The COI Secretary ensures that all COI decisions are listed in their relevant COI Meeting minutes. The COI Secretary shall also ensure that the COI decision is circulated to management, academic/non-academic staff and within 5 days from the COI meeting.

10. Setting up of COI sub-committees or working groups

10.1. The COI may decide to appropriately set up sub-committees and working groups to discuss further or analyse matters that require further study before the COI takes its decisions on that particular matter. Such sub-committees and working groups need the approval of the COI Chairperson and must be given clear terms of reference and a date deadline by when they should report back with their findings to COI.



Document Title	STANDARD OPERATING PROCEDURE FOR THE COUNCIL OF INSTITUTES (COI)			Page 7 of 7	
Document Number	391	Document Revision	A	Date Issued	21.02.2022

11. Confidentiality

11.1. To ensure an open and unhindered discussion at the COI meetings, all those present must refrain from disclosing the identity of persons contributing to debates taking place during the COI.

11.2. Additionally, items of discussion that are not reported in the document describing the decisions taken by the COI are to be deemed confidential and hence not disclosed to third parties. All other documents including data and information (excluding the minutes of the COI meeting) that are circulated to the COI members before the COI meetings are not considered as confidential (unless otherwise indicated by the Chair) and may be discussed by the lecturer and student representatives with the MCAST lecturers and students that they are representing, and their student or employee's unions.

12. Data Protection

12.1. The COI members are bound to follow the Data Protection requirements as listed in the GDPR (Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016) and the Malta Data Protection Act (Chapter 586, 28 May 2018).