



## INTERNAL REGULATIONS

June 2012

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## **INTRODUCTION**

**XARXA FP** brings together a group of cities from different European countries, with the will to manage mobility in the member cities, to unfold strategies that enhance the quality of vocational training, the transition to the working world through cooperation, the joint performance of projects and the strengthening of the European vision of our young students, teachers and learners (see Articles of Association, art.6a).

This will to work requires that the Association shall endow itself with some rules of operation that will allow an agile and effective job, in accordance with the spirit of the objectives that are set out in the Articles of Association of **XARXA FP**.

In the art.33 of the Articles of Association of **XARXA FP** is determined that the General Assembly will approve the Internal Regulations.

The present Internal Regulations, approved by the General Assembly of the Association, are of general application for all the cities that freely form part of **XARXA FP** and the bodies, collaborators and personnel of the Association.

In no case do they entail a modification of the Articles of Association and their purpose is the development of the rules, objectives, functions and responsibilities contained in same on the organisation and functioning of the Association, supplying, as the case may be, any *“lack of regulation”*.

## **MISSION AND MAIN AIMS OF XARXA FP**

It remains defined as a GENERAL AIMS of **XARXA FP** the determinate in the [Articles of Association \(art.6\)](#).

### **- TITLE I.- GENERAL PROVISIONS**

#### **Regulation 1.- Naming**

This Association adopts as its proper name that of: **XARXA FP**

The proper names of the Association shall be written in **capital letters**.

#### **Regulation 2.- Representation**

In court procedures the Association is legitimately represented under the signature of the President and two representatives, members of the Executive Committee as laid down in art.20 of the Articles.

### **Regulation 3.- Internal Communication**

All the communications of the Association **XARXA FP** shall be made through the **Intranet** managed by the Permanent Secretariat General.

All **XARXA FP** internal communications must be done by the Intranet **WORKSPACE**, managed by the Permanent Secretariat General. Also, the Intranet is required for use in the usual communications between cities, with the Permanent Secretariat General, the Executive Committee, the Mobility Managers City and Quality Committee.

In case of mobility related incidences, the **-Communication of Incidences related to Mobility- (F0001)** will be used.

## **- TITLE II.- ON THE XARXA FP AND ITS MEMBERS**

### **Regulation 4.- Affiliation cities**

In order for cities to join **XARXA FP**, a plenary resolution of the Ordinary General Assembly is necessary, and the decision of same shall not be appealed, just as is set out in art.7 of the Articles of Association.

A record shall be made of the certification of the mentioned resolution in the archives of **XARXA FP**.

### **Regulation 5.- Incorporation, voluntary leave and/or exclusion of cities**

#### **Incorporation:**

The request for incorporation of a City is made through a letter from its Mayor, or a Councillor representing the city, to the Executive Committee at the proposal of another City belonging to the Association.

The procedure applied is:

***-To incorporate, leave voluntarily and exclude cities- (PR0001)***

#### **Voluntary leave:**

In case a city wants to voluntary leave the Association, it is mandatory to prepare an official letter undersigned by the Mayor of the City, or Councillor representing the city, explaining the reasons of the voluntary leave. The leave will be effective once the General Assembly has been informed.

In case the letter is not prepared and undersigned, it is mandatory the city member must pay the membership fee.

The official letter will be head to the Executive Committee, copied to the Permanent Secretary General, so that it can be registered in the archives of the Association.

#### **Exclusion:**

The Permanent Secretariat General, on detecting a breach of the Articles of the Association by any City member of the Association, makes a reasoned presentation of the causes of the exclusion of the City to the Executive Committee.

The procedure applied is:

***-To incorporate, leave voluntarily and exclude cities- (PR0001)***

### **Regulation 6.- Rights and Responsibilities**

Joining the Association entails abidance by its Articles of Association, by its Internal Regulations, and by the application of the Management System and of the Quality Management System, and compliance with the requirements defined by Standard ISO 9001:2015

Membership entails the payment of the annual fees set by the General Assembly.

Each city has the duty to abide by, watch over and comply with the resolutions that are validly adopted by the General Assembly and the Executive Committee.

### **Regulation 7.- Termination for sanction**

The termination of membership in the Association owing to penalisation adopted at the Ordinary General Assembly will imply the obligation to pay any amounts that may be outstanding.

To manage it will be applied the procedure:

*-To incorporate, leave voluntarily and exclude cities- (PR0001)*

### **Regulation 8.- Voluntary dissolution of the Association**

On detecting the need for dissolution of the Association, and in order to lend validity to such dissolution, the Executive Committee calls the Extraordinary General Assembly and submits such need to it. The Extraordinary General Assembly and/or the Court of the First Instance of the City that is the seat of the Permanent Secretariat General will designate one or more receivers, following the respective legal.

To manage it will be applied the procedure: *- To dissolve voluntarily the Association- (PR0002)*

## **- TITLE III.- ON THE BODIES OF THE ASSOCIATION**

As provided in the art.13 of the Articles of the Association the executive bodies of **XARXA FP** are the following:

- THE GENERAL ASSEMBLY
- THE EXECUTIVE COMMITTEE
- THE PRESIDENCY
- THE PERMANENT SECRETARIAT GENERAL
- THE TREASURER

The present Internal Regulations establishes as complementary bodies:

- THE QUALITY COMMITTEE
- THE MOBILITY MANAGERS

## **CHAPTER 1.- ON THE GENERAL ASSEMBLY**

The General Assembly will have the competences established in the [Articles of Association, \(art.15\).](#)

### **Regulation 9.- Calls and operation of General Assembly**

The General Assembly operation is established in the [Articles of Association, \(arts.16 and 17\)](#)

The management of the General Assembly is determined by the following procedures:  
*- To call the Ordinary General Assembly- (PR0003),*  
*- To call the Extraordinary General Assembly- (PR0004)*

## CHAPTER 2.- ON THE EXECUTIVE COMMITTEE

The Executive Committee is formed by:

- The President
- The Treasurer
- Four (4) members
- City hosting the Permanent Secretariat General

The **XARXA FP** Secretary General will also attend but without right to vote.

The **XARXA FP** Assistant will also attend but without right to vote.

The Executive Committee has the responsibilities established in the [Articles of Association, \(arts.18, 19 and 20\).](#)

The Executive Committee exercises DIRECTORATE defined by [ISO 9001:2015](#) and has the responsibility of the Quality Management System.

### **Regulation 10.- Calls of Executive Committee**

The management to the Executive Committee is determined by the following procedures:  
*- To appoint, substitute, cease and resignate members of the Executive Committee- (PR0005),*  
*-To call the Executive Committee meetings- (PR0006)*

### **Regulation 11.- Appointments, substitutions, cessations and resignations of the persons that form the Executive Committee**

The procedure applied is:

*- To appoint, substitute, cease and resignate members of the Executive Committee- (PR0005)*

## CHAPTER 3.- ON THE PRESIDENCY

The Presidency has the responsibilities established in the [Articles of Association, \(art.23\).](#)

## CHAPTER 4.- ON THE PERMANENT SECRETARIAT GENERAL

The Permanent Secretariat General has the functions established in the [Articles of Association, \(arts.24, 25, 26, 27 and 28\).](#)

In general, it corresponds to the Permanent Secretariat General to prepare the documentation for General Assemblies, Executive Committee meetings, Technical Commissions and all actions the Association requires.

The following procedures will be applied:

*- To call the Ordinary General Assembly- (PR0003),*  
*-To call the Extraordinary General Assembly- (PR0004).*

### **Regulation 12 .- Operation of Permanent Secretariat General**

The management of Permanent Secretariat General is established by the following procedures:

*-To appoint the Secretary General- (PR0007),*  
*-To provide resources for the functioning of the Permanent Secretariat General- (PR0017)*

### **Regulation 13.- Resources of Permanent Secretariat General**

Since the headquarters of the Permanent Secretariat General are situated in the city of Barcelona, the Barcelona City Council shall grant the amount of money necessary for the Association's functioning to the Association **XARXA FP** through an official agreement.

Annually, the Permanent Secretariat General shall prepare and submit, at the meeting of the Ordinary General Assembly, the budget of the current year as proposed by the Executive Committee for the Association's functioning.

The following procedures will be applied:

**- To provide resources for the functioning of the Permanent Secretariat General- (PR0017)**

At its annual meeting, the Ordinary General Assembly approves or rejects the budget of the current year.

### **CHAPTER 5.- ON THE TREASURER**

At the closing of the financial year, the Ordinary General Assembly supervises the performance status of the Association's budget through the Certification of the financial Audit submitted by the Treasurer as established in [Articles of Association, \(arts.29 and 30\)](#).

### **CHAPTER 6.- ON THE QUALITY COMMITTEE**

The Quality Committee is formed by the Executive Committee as stated in the Chapter 2 of Internal Regulations and is managed by the Secretary General of **XARXA FP** who is the Quality Manager.

### **CHAPTER 7.- ON THE MOBILITY MANAGERS**

Each City should appoint a Mobility Manager, which shall reach, among others, the objectives established:

- To manage the mobility and the work placements of VET students.
- To foster the collaboration between VET centres, enterprises and cities.

Each City shall designate its Mobility Manager among its representatives with competences and skills related to the functions.

In the event of the cease or resignation of the Mobility Manager, the City shall immediately appoint a substitute and give notice to the Permanent Secretariat General.

The Mobility Managers will have the following competences:

- To manage and coordinate the mobility actions carried out through **XARXA FP**.
- To promote and incorporate the Vocational Training centres and the work organisations of the City which are interested in mobility actions, through the signing of Agreements.
- To be the interlocutor with the Mobility Managers of the rest of the Cities of the Association, for all matters related to mobility in **XARXA FP**.
- To resolve all the incidents that arises in his or her City, derived from mobility.
- Responsible for entering the data related to the mobility actions in the workspace.

- The procedures to apply is:
  - To carry out the *Cities Reception Chart*- (PR0022)
  - To carry out the *Mobility Chart*- (PR0023)
- For the management and the coordination of the mobility it is compulsory to use the following documents:
  - *Cooperation Agreement – (FO0008)*
  - *Evaluation Agreement – (FO0009)*
  - *Certificate – (FO0010)*

The following procedures will be applied:

- To carry out *training agreements*- (PR0021),
- To carry out the *Cities Reception Chart* – (PR0022),
- To carry out the *Mobility Chart* – (PR0023)

## - TITLE IV.- ON THE REGULAR OPERATION

### CHAPTER 8.- ON THE MANAGEMENT AND ADMINISTRATION

#### **Regulation 14.- Administration and Direction of the Association**

The Executive Committee manages and directs the operation tasks in order to assure the good governance of the Association, according to the rules and guidelines that are specified in each case by the Articles of Association, the Internal Regulations and the Quality Manual of the Association.

The Ordinary General Assembly supervises annually the Administration and Direction, through the verification of the minutes of the meetings of the Executive Committee and of the minutes of the meetings of the selfsame Assembly.

The procedure to apply is:

- To manage the *Association*- (PR0014)

#### **Regulation 15.- Incorporation of members and employees of the Association**

The Executive Committee proceeds to identify the personnel needs according to the existing work, and/or it defines, at the time when an unattended need is foreseen, the respective occupational profiles, proceeding to hire such personal for a trial period of 6 months.

The procedure to apply is:

- To incorporate *members & employees to the Association*- (PR0018).

The Ordinary General Assembly monitors the hiring processes through the Permanent Secretariat General, in order to assure the effectiveness of the new hired persons.

#### **Regulation 16.- Annual Work Plan and Results Report**

At the proposal of the Permanent Secretariat General, aimed to programme the Annual Work of **XARXA FP**, the Executive Committee approves the Work Plan.

The procedure to apply is:

XARXA FP Permanent Secretariat General – Pl. Espanya, 5 – 1st floor – 08014 Barcelona  
Tel. +34 93 413 21 01 - [info@xarxafp.org](mailto:info@xarxafp.org) - [www.xarxafp.org](http://www.xarxafp.org)



- *To carry out the Workplan - (PR0024).*

#### **Regulation 17.- Proposal and performance of studies and projects**

**XARXA FP** can propose and perform studies and projects participated by some or all cities of **XARXA FP**.

**XARXA FP** must foster the relations between different European networks. The procedure to apply is:

- *To make proposals, reports and projects – (PR0016)*

#### **Regulation 18.- Accounts, budgets and use of resources**

As written in art.29 of the Articles of Association, the Treasurer shall manage and control **XARXA FP** resources.

The procedure to apply is:

-*To approve the status of execution of the Budget of the Association – (PR0019)*

#### **Regulation 19.- Management Report**

The Management Report is a document prepared by the Permanent Secretariat General, which reports on all the actions undertaken and the objectives proposed, with their degree of fulfilment, by the Association during the year that has elapsed (**ISO 9001:2015, 9.1, 9.3**).

Once the Management Report has been approved by the Executive Committee, the Secretary of the Association presents it to the Ordinary General Assembly together with an outline of the actions carried out.

The procedure to apply is: *-To carry out the Management Report- (PR0015).*

### **- TITLE V.- ON THE MANAGEMENT SYSTEM AND ON THE QUALITY MANAGEMENT SYSTEM**

#### **CHAPTER 9.- ON THE MANAGEMENT SYSTEM**

**XARXA FP** defines the MANAGEMENT SYSTEM and adopts the QUALITY MANAGEMENT SYSTEM (Q.M.S.), based on Standard **ISO 9001:2015**, approved in the Ordinary General Assembly.

The adopted Q.M.S. has as its fundamental principles the **process-based** approach; **user satisfaction** through fulfilment of **user requirements**; and **continuous improvement** of the overall performance of the organisation as its permanent objective.

**Processes** (PRO) and **Procedures** (PR) inventoried and documented are mandatory for all members of the Association.

#### **Regulation 20: Documentation of processes**

The structure of the Management System is included in the document - **Process Map** -. The description and the flow of the MANAGEMENT PROCESSES of **XARXA FP** and of the Q.M.S. are reflected in a document for each procedure. The procedure applied for the maintenance work is:

-*To keep and document the processes of Q.M.S. - (PR0011)*

The publication, issuing, distribution, registration and filing of the documents of the Q.M.S. are carried out only through the Intranet of the Association and no copy whatsoever is valid, except by express authorisation of the President and under the supervision of the Quality Manager of **XARXA FP**. The procedure to apply is:

**-To control documents- (PR0012).**

#### **Regulation 21.- Workspace of the Association**

The Workspace of the Association **XARXA FP** is the means of communication for all the city members.

The Permanent Secretariat General maintains and keeps the Intranet in a good state of use, reporting annually to the Ordinary General Assembly. The procedure to apply is:

**-To manage the Workspace- (PR0020).**

### **CHAPTER 10.- ON THE QUALITY MANAGEMENT SYSTEM**

#### **Regulation 22.- Quality Committee**

**International Standard ISO 9001:2015** defines MANAGEMENT as the members of **XARXA FP**, who are responsible for the Q.M.S.

- The Quality Committee is composed by the Executive Committee.
- The Quality Committee should be in charge of approving the procedures required for operation of the Q.M.S. and the supervision of the Directorate.
- The Quality Manager will be the Secretary General of the Association as well as the coordinator of the Quality Committee.

Its functions are:

- To define the Quality Policy, to express it formally and to review it regularly.
- To plan the annual Quality Objectives of **XARXA FP**.
- To obtain and use the related resources to achieve the Quality Objectives.
- To create the Quality Manual, keep it updated and ensure it is always available to the Association.
- To define the control parameters of the activities of the Q.M.S.
- To plan the internal and external audits in order to keep the Q.M.S. certified.
- To review the Q.M.S. at planned intervals (at least one a year) including the assessment of the need for changes in the Quality Policy, the Objectives, the Processes, opportunities for service improvement with respect to the User requirements and the needs for resources.
- To resolve non-conformities. The procedure to apply is: **- To control the Non Conformities – (PR0026)**
- To ensure the Life Long Learning of **XARXA FP** members, files, evaluations, measurement, analysis and improvement of the QMS.

- To establish appropriate processes of communication with the rest of the members of **XARXA FP**, including the effectiveness of the Q.M.S. by carrying out such processes through the Quality Manager.
  
- To recognise and transfer to the rest of members of XARXA FP the importance of satisfying the needs and the expectations of the Users determining the essential characteristics (requirements of the Users), as well as the legal and statutory requirements.

**Regulation 23 - A commitment to the development, implementation and continual improvement of the effectiveness of the Q.M.S.**

This DIRECTORATE, exerted by the Quality Committee, takes a commitment to the development, implementation and continuous improvement of the effectiveness of Q.M.S.

1) Commitment to:

- Communicate the importance of meeting both user requirements and legal and regulatory requirements.
- Determine the Quality Policy.
- Ensure that the Quality Objectives are set up.
- Carry out the Management Reviews.
- Ensure the availability of resources.

2) Approach to User:

- It is necessary to ensure that User Requirements are determined and met in order to increase User satisfaction.

3) On the Quality Policy:

The Directorate should ensure that the Quality Policy:

- Is suited to the aims of the organisation.
- Includes a commitment to meeting requirements and continually improves the effectiveness of the Q.M.S.
- Provides a frame of reference for determining and reviewing the Quality Objectives.
- Is conveyed and understood within the organisation.
- Is reviewed for its continual adaptation

**Regulation 24.- Quality Policy and Annual Quality objectives**

**XARXA FP** states and annually reviews the quality policy, and implements it to the quality management system to assure both the achievement of the aim for which it was constituted and the objectives established in the Articles of the Article (Preamble, art.2 and 6).

The Quality Policy of XARXA FP is as follows:

- 1) To guide the management system towards quality and excellence by adopting the set of norms of the Standard ISO 9001 as a reference.
- 2) To progressively implement the management system, primarily developing it towards those activities with more impact for user servers.
- 3) To achieve and keep certification of key processes of XARXA FP sustaining the mobility management (art 6a of the Articles).

- 4) To involve all parts of the organisation in the principles, values and objectives of the quality management.
- 5) To assure the full understanding of the management system by all parts involved both in the organization and daily implementation.
- 6) To continuously review and improve the management system, by annually establishing objectives and action programs in order to guarantee quality.

#### **Regulation 25.- Quality Manual**

The Quality Manual reflects all the activities of the Association. It is a document authorised by the Management of **XARXA FP** which formalises the policy of the Q.M.S. defining the operative procedures and the Management System of the Association.

According to Standard ISO 9001:2015, the organisation should establish and maintain a Quality Manual that includes:

- a) The scope of the Q.M.S., including the details and justification of any exclusion.
- b) The documented Procedures established for the Q.M.S. or a reference to such Procedures.
- c) A description of the interaction between the Processes of the Q.M.S.
- d) The documents required by the Q.M.S. should be supervised by means of Records.
- e) The procedure to apply is:  
**- To control registers- (PR0013)**
- f) There is one sole Quality Manual for each organisation and the present Quality Manual is the one adopted by the Association **XARXA FP**, in which are all included in the organisational aspects of the Association to ensure the Q.M.S.

This Manual is also used to present the Q.M.S. of **XARXA FP** to external institutions, pursuant to express authorisation from the Presidency and the supervision of the Quality Manager.

The preparation, revision and approval of Quality Manual is made by the following working procedure:

**-To manage the Quality Manual- (PR0010)**

The Quality Manual is only valid as issued and distributed through the Intranet of **XARXA FP**. It is not authorised to make any copy whatsoever, except with the express authorisation of the President of the Executive Committee, under the supervision and registration of the Quality Manager.

#### **Regulation 26.- Compulsory compliance**

The Q.M.S, through the following procedure, makes available the **F0070** document, by means of which any one belonging to the Association **XARXA FP** can clearly state any irregularity detected in the functioning, which should be resolved through the Quality Committee.

The procedure to apply is:

**-To carry out Corrective Actions- (PR0027)**

#### **Regulation 27.- Internal and External Audits**

It is compulsory to plan Internal and External Audits at least once a year in order to keep the Q.M.S according to the Standard **ISO 9001:2015**.

The Association shall carry out Internal and External Audits at planned intervals to determine whether the Q.M.S. is in accordance with the planned provisions, with the requirements both of the Standard **ISO 9001:2015** and with those established by the organisation, and that it has been effectively implemented and maintained.

The procedure to apply is:

*-To carry out Internal & External Audits – (PR0025).*

## - TITLE VI.- ON THE RULES AND ITS APLICATION

### **Regulation 28.- Modification of the Articles of Association**

The Permanent Secretariat General, at the proposal of any member of the Association, prepares a document with the contributions of the City or cities which have requested modifications of the Articles of Association. The procedure to apply is:

*- To modify the Articles of the Association- (PR0008).*

### **Regulation 29.- Development the Internal Regulations and verification of their compliance**

The procedure to apply is:

*-To develop the Internal Regulations and verify compliance - (PR0009).*

## - TITLE VII. - FINAL PROVISION

All Rights and duties of the City members of **XARXA FP** are those reflected and stated in the Articles of Association, the Internal Regulations, and the Quality Manual, which are available at all times through the Association's Intranet.

For all the matters that have not been envisaged in these Internal Regulations, and as long as they do not involve issues relating to the Articles of Association, the Executive Committee and the Presidency are authorised to make all the decisions that are necessary in order to achieve the objectives of **XARXA FP**. The City members of the Association shall be kept informed of such actions through the Permanent Secretariat General (see [Articles of Association, art.34](#))

The present Regulations will go into force on the day following their publication by the Permanent Secretariat General.

München, 22<sup>nd</sup> of March 2012