

APPROVED

**By the decision of the Board of Directors
Non-profit JSC "K. Zhubanov
Aktobe Regional University"
(Protocol №4 from 22 December 2020 y.)**

REGULATION

about the Strategic Planning Committee of the Board of Directors Non-profit JSC "K. Zhubanov Aktobe Regional University"

1. General provisions

1. This Regulation on the Strategic Planning Committee of the Board of Directors of the K.Zhubanov Aktobe Regional University (hereinafter - the Company) defines the status, composition, election, term of office, working procedure, competence of the Strategic Planning Committee of the Board of Directors of the Company, as well as the rights, duties and responsibilities of members of the Strategic Planning Committee of the Board of Directors of the Company directors of the Company.

2. The Committee is an advisory body The Board of Directors of the Company (hereinafter referred to as the Board of Directors). All offers, The recommendations developed by the Committee are recommendations that are submitted to the Board of Directors for consideration.

3. The Regulation is an internal document of the Company and has been developed in accordance with the legislation of the Republic of Kazakhstan, The Charter and other internal documents of the Company.

4. The Committee is accountable to the Board of Directors and acts within the powers granted to it by the Board of Directors and this Position.

5. In its activities, the Committee is guided by the legislation of the Republic of Kazakhstan, the Charter of the Company, decisions The Sole Shareholder of the Company, this Regulation and other decisions of the Board of Directors.

6. Recommendations of the Committee made on issues related to The Articles of Association of the Company to the competence of the Sole Shareholder, are sent, if approved by the Board of Directors, to the Sole Shareholder for consideration and decision-making in accordance with the procedure established by law.

2. Composition, election and term of office of the Committee members

7. The composition of the Committee is formed from among the members of the Board of Directors and experts who have the necessary professional knowledge to work in the Committee.

8. The quantitative composition of the Committee is not less than 3 (three) people.

9. The members of the Committee are elected by a majority vote of the members of the Board of Directors. The Chairman of the Management Board - the Rector cannot be the Chairman of the Committee.

10. In order to effectively operate the Committee, experts with professional experience and qualifications in accordance with the goals, objectives and competence of the Committee may be involved as members.

11. The terms of office of the Committee members coincide with their terms of office as members of the Board of Directors, and may be reviewed annually by the Board of Directors.

12. The functions of the Secretary of the Committee are performed by the Corporate Secretary.

The Secretary of the Committee ensures the preparation and conduct of meetings Committee, collection and systematization of materials for meetings, timely sending to the members of the Committee and invited persons notifications on the holding of Committee meetings, the agenda of meetings, materials on agenda issues, recording of meetings, preparation of draft decisions of the Committee, as necessary, issues extracts from the minutes of Committee meetings, as well as subsequent storage of all relevant materials.

The Secretary of the Committee ensures that the members of the Committee receive the necessary information.

3. Chairman of the Committee

13. The Chairman of the Committee is elected from among the members of the Board of Directors.

14. The Chairman of the Committee organizes the work of the Committee headed by him The Committee, in particular:

- 1) convenes meetings of the Committee and chairs them;
- 2) approves the agenda of the meeting of the Committee, including the content of issues submitted for discussion at the meeting of the Committee;
- 3) organizes the discussion of issues at the meetings of the Committee, as well as hears the opinions of persons invited to participate in the meeting;
- 4) develops a plan of regular meetings for the current calendar year, taking into account the plan of meetings of the Board of Directors.

15. In the absence of the Chairman, his functions shall be performed by one of the members of the Committee by the decision of the Committee.

4. Working procedure of the Committee

16. Meetings of the Committee shall be held in person or in absentia. The Committee chooses the form of the meeting based on the nature of the issue raised. In order to create favorable conditions and reduce the costs of holding face-to-face meetings of the Committee, the participation of Committee members through

videoconferences in online mode is allowed. Meetings held in this order are considered to be in-person.

17. The Committee annually draws up a work plan of the Committee in accordance with the work plan of the Board of Directors, which is approved By the Committee.

18. Materials and draft decision on the issue on the agenda of the meeting. It is sent by the Secretary of the Committee to all members of the Committee interested persons no later than 3 (three) calendar days before the planned date of the meeting. In exceptional cases, by decision of The materials may be sent to the Chairman of the Committee one working day before the date of the meeting. A meeting of the Committee is considered competent if there is a quorum - at least half of the number of members of the Committee, A meeting of the Committee may be convened on the initiative of its Chairman or on request:

- 1) any member of the Committee;
- 2) The Board of Directors;
- 3) The Sole shareholder of the Company.

If the Chairman of the Committee refuses to convene a meeting, the initiator has the right to apply with the specified request to the Board of Directors, which is obliged to convene a meeting of the Committee. The meeting of the Committee is held with the obligatory invitation of the person who submitted the specified requirement.

19. Decisions are made by a simple majority of the members' votes The Committee participating in the meeting. When resolving issues, each member of the Committee has one vote. Transfer of voting rights by a member Other persons, including other members of the Committee, are not allowed. In case of equality of votes of the Committee members, the vote of the chairman at the meeting is decisive. Non-members of the Committee The Board of Directors does not have the right to vote when making a decision By the Committee.

20. Each member of the Committee may express his/her dissenting opinion, which is stitched together with the minutes of the Committee and is an integral part of it. In cases where a decision on certain issues cannot be taken due to the interest of individual members of the Committee, such a fact it is entered into the minutes of the Committee meeting.

21. In the open form of voting, the Chairman of the Committee and its members may decide to vote on issues on the agenda of the Committee meeting in the presence of only members of the Committee who have the right to vote. In such cases, experts and other persons who are invited to participate in the meeting of the Committee, as observers, are present at the meeting of the Committee only when discussing issues, and leave the meeting room at the time of voting.

22. The decision by absentee voting is recognized as adopted if there is a quorum in the ballots received in due time, according to Annex 1 to this Regulation. The bulletin must indicate:

- 1) the full company name of the Company and its location;
- 2) the wording of the issues to be put to the vote and the decisions on each issue;
- 3) voting options on each issue: "for", "against", "abstained";
- 4) the "Dissenting opinion" column;
- 5) the postal address to which the completed ballots should be sent;
- 6) the deadline for receiving ballots.

23. According to the results of the in-person meeting of the Committee, no later than three working days after its holding, a protocol is drawn up, according to Annex 2 to this Regulation. The protocol is being signed The Chairman of the Committee or the person who chaired the meeting, as well as the Secretary of the Committee, who are responsible for the correctness of drafting and content of the protocol.

24. Based on the results of the absentee meeting of the Committee, no later than three working days after its holding, a decision is drawn up according to Annex 3 to this Regulation. The decision is signed The Chairman of the Committee or the person who chaired the meeting, as well as the Secretary of the Committee, who are responsible for the correctness of the preparation and content of the protocol.

5. Competence of the Committee

25. The competence of the Committee includes the following issues:

- 1) preliminary consideration of priority areas the Company's activities, as well as the approval of strategic directions Societies;
- 2) monitoring the implementation of the Company's strategic directions;
- 3) preliminary consideration of documents submitted for consideration by the Board of Directors containing information on the implementation of strategic directions, achievement of target values of strategic key performance indicators;
- 4) providing the Board of Directors with an annual performance report Committee;
- 5) providing recommendations to the Board of Directors on possible risks associated with the implementation of long-term strategic directions Societies;
- 6) review and approval of strategic risks in order to integrate the risk management system into the planning process;
- 7) preliminary approval of the draft organizational structure and staffing of the Company;
- 8) preliminary approval of the Development Plan for the relevant planned period, clarifications of the approved development plan, as well as a report on the implementation of the Company's development plan;
- 9) analysis of the effectiveness of the Company's risk management system.
- 10) submitting recommendations to the Board of Directors on other issues within its competence in accordance with the instructions of the Board of Directors and/or the provisions of the Company's internal documents;

11) consideration of other issues on behalf of the Sole Shareholder, the Board of Directors and the Chairman of the Board of Directors.

6. Rights and obligations of the Committee members

26. A member of the Committee has the right to, in accordance with the established procedure:

1) to request and receive from officials and employees The Company has any information (documents, materials) regarding The Company, if the specified information is necessary for it to perform the functions of a member of the Committee;

2) to get acquainted with the minutes of meetings and decisions of the Committee;

3) to demand that the minutes of the Committee meeting include their special opinions on the agenda items and decisions taken;

4) demand the convocation of a meeting of the Committee;

5) to put issues on the agenda of the Committee meeting;

6) exercise other rights provided for by the current legislation of the Republic of Kazakhstan, the Charter of the Company, other internal documents of the Company.

27. Members of the Committee are obliged to:

1) to carry out its activities honestly and in good faith in the interests of the Sole Shareholder and the Company as a whole;

2) to devote sufficient time for the effective performance of their duties;

3) participate in the work of the Committee and attend its meetings;

4) make proposals for making changes and additions to current Situation;

5) to respect the confidentiality of all information that becomes known to them during the performance of the duties of a member of the Committee;

6) within its competence and in accordance with this in accordance with the Regulations, perform any other duties that may be determined by the Board of Directors.

7. Responsibility of the Committee members

28. A member of the Committee is responsible to the Company and The sole shareholder for the damage caused by his actions (inaction), in accordance with the legislation of the Republic of Kazakhstan, in including for losses incurred as a result of providing misleading information or knowingly false information.

8. Final provisions

29. Approval of the Regulations on the Committee, as well as amendments and additions to it, is within the competence of the Board of Directors.

30. If, as a result of changes in legislation, the Charter, certain provisions of the Regulation come into conflict, these provisions of the Regulation become invalid until the relevant changes are made.

Information	about	a	member	of	the
Strategic		Planning			Committee
Board	of	Directors	of	Non-profit	JSC
"K.Zhubanov		Aktobe			Regional
University" (hereinafter - the Committee)			Full name, position		

Date of submission of the signed Bulletin " __ " _____ 202__
y

e-mail:
tel/fax:

1. (wording of the question)
2. (wording of the question)

To approve the agenda.

Dissenting opinion_____

Following the consideration of the issue, the Committee decided:
(wording of the decision)

Dissenting opinion_____

Member of the Committee _____ Full name
(signature required)
Secretary of the Committee _____ Full name
(signature required)

Note:

In absentee voting, votes are counted on issues on which only one of the possible voting options is selected by a member of the Committee participating in absentee voting. Ballots issued in violation of this requirement are considered invalid, and votes on the issues contained in them are not counted. If a member of the Committee voted against or abstained from making a decision on a specific issue (issues) on the agenda of the Committee meeting, he/she shall, within three calendar days after the decision is made The Committee submits a written justification for its decision. The written justification of a Committee member who voted against or abstained from making a decision on a specific issue (issues) on the agenda of the Committee meeting is necessarily attached to the minutes and (or) to the decision of the relevant Committee meeting.

member _____ Full name of the Committee

Appendix 2

**Protocol (MINUTES) No. ____
of the in-person meeting of the Strategic Planning Committee of the Board of Directors
Non-profit JSC "K. Zhubanov Aktobe Regional University"**

Aktobe
Location: Aktobe city, 263 Zhubanov Brothers Street

" ____ " _____ 20__ year

Opening time and venue of the meeting:
Members of the Committee were present:
Chairman of the Committee:

Committee,

Full name of the Chairman of the
the name of the position at the main place of
work

Members of the Committee:

of

Full name of the member of the Committee,
the name of the position at the main place
work

Full name of the Committee member, name
positions at the main place of work

Invited persons:

The functions of the Secretary of the Committee are assigned
to _____

Quorum information: (available/not available).

**Written communications with an opinion on the substance of the issues on the agenda of the
Committee meeting were submitted by:**

AGENDA:

1. About " "
2. About " "

Having considered the agenda, the Committee DECIDED:

Wording of the decision (approval, amendment, addition of the agenda)

Voting results:

FOR - votes(s) (Full name of Committee members)

AGAINST - votes(s) (Full name of Committee members)

ABSTAINED (dissenting opinion) - ____ votes(s) (Full name of Committee members)

THE DECISION WAS MADE: ____ by votes.

1. **On the first issue** of the agenda, speakers (if there were speakers on

the first issue):

Following the consideration of the issue, the Committee DECIDED:

1. _____
2. _____

Voting results:

FOR - votes(s) (Full name of Committee members)

AGAINST - votes(s) (Full name of Committee members)

ABSTAINED (dissenting opinion) - ____ votes (s) (Full name of Committee members)

THE DECISION WAS MADE: by votes.

2. **On the second issue** of the agenda, speakers (if there were speakers on the first issue):

Following the consideration of the issue, the Committee DECIDED:

1. _____
2. _____

Voting results:

FOR - votes(s) (Full name of Committee members)

AGAINST - votes(s) (Full name of Committee members)

ABSTAINED (dissenting opinion) - ____ votes (s) (Full name of Committee members)

THE DECISION WAS MADE: ____ by votes.

Closing time of the meeting:

The original of the written message(s) on the agenda of the absent (-their) member(s) of the Committee Full name is attached to this decision.

Chairman of the Committee *personal signature*
Chairman *personal signature*
(in case of absence of the Chairman)

Full name
Full name

Secretary *personal signature*

Full name

DECISION No. _____
of the absentee meeting of the Strategic Planning Committee of the Board of Directors
Non-profit JSC "K. Zhubanov Aktobe Regional University"

Aktobe
year

" ____ " _____ 20 ____

Location: Aktobe city, 263 Zhubanov Brothers Street

Chairman of the Committee:

Full name of the Chairman of the Committee, the
name of the position at the main place

Committee members:

Full name of the Committee member, positions at
the main place

Full name of the Committee member, positions at
the main place

Invited persons:

The functions of the Secretary of the Committee are assigned to _____

Quorum information: (available/not available).

THE AGENDA:

1. About " "
2. About " "

Having considered The Committee DECIDED on the agenda:

Wording of the decision (approval, amendment, addition of the agenda)

Voting results:

FOR - votes(s) (Full name of Committee members)

AGAINST - votes(s) (Full name of Committee members)

ABSTAINED (dissenting opinion) - votes(s) (Full name of Committee members)

THE DECISION WAS MADE: ____ by votes.

1. **On the first item** of the agenda, having considered the submitted materials, in accordance with the Regulations on the Committee, the Committee DECIDED:

1. _____
2. _____

Voting results:

FOR - votes(s) (Full name of Committee members)

AGAINST - votes(s) (Full name of Committee members)

ABSTAINED (dissenting opinion) - ____ votes (s) (Full name of Committee members)

THE DECISION WAS MADE: ____ by votes.

The originals of the absentee voting ballots on the agenda of the Committee meeting are attached to this decision.

Chairman of the Committee	<i>personal signature</i>	Full
name		

Secretary	<i>personal signature</i>	Full
name		