

## EA/CC Terms of Reference and Rules of Procedure

### Terms of Reference

- 1.1 **Scope** – The EA Certification Committee (EA/CC) is the forum for the discussion of all matters related to the accreditation of conformity assessment bodies performing certification and verification activities.
- 1.2 **Task and Responsibilities** – Within its agreed scope, and in accordance with the EA AoA and RoP, the EA/CC has the following functions:
  - 1.2.1 to set-up and disband working groups as needed to deal with specific matters of a long-term nature;
  - 1.2.2 to set-up and disband task forces as needed to deal with specific matters or tasks for a limited duration;
  - 1.2.3 to discuss and harmonize the implementation of accreditation activities by EA Members, namely by preparing and updating a set of documents as well as resolutions;
  - 1.2.4 to enhance the equivalence and consistency of accreditation systems and practices, namely by organizing training events, surveys, workshops and dedicated networks, as well as maintaining records of the exchange and sharing of experience and knowledge;
  - 1.2.5 to coordinate and liaise with other EA committees and councils to foster harmonization and the improvement of multilateral recognition agreements;
  - 1.2.6 to interact and liaise with relevant stakeholders, including scheme owners and regulators;
  - 1.2.7 to follow the European and international standardisation work and contribute as required for the development of relevant standards and guidance documents;
  - 1.2.8 to follow and contribute as required to the preparation and implementation of European legislation;
  - 1.2.9 to contribute to the worldwide harmonization of accreditation activities, by following, reviewing and contributing to the IAF technical work and liaising with relevant bodies in other recognized regions;
  - 1.2.10 to pursue any other activity required by the EA GA or Executive Committee.

## Rules of Procedure

These Rules of Procedure of the EA/CC derive from the EA Articles of Association (AoA) and EA Rules of Procedure (RoP, see EA-1/17) and are specified in this document to complement or clarify the above mentioned dispositions, as well as to facilitate the understanding of the functioning of the committee.

- 1.3 Membership and participation – EA members (Full and Associate) and Recognized Stakeholders (EA-1/15) are entitled to nominate one representative for the EA/CC.
  - 1.3.1 The EA/CC Chair can also invite other persons, experts or stakeholders to participate in the work and meetings.
  - 1.3.2 The EA Secretariat will maintain a list of EA/CC members.
- 1.4 Chairmanship – The EA/CC Chair is elected as foreseen in the EA AoA and EA RoP.
  - 1.4.1 The EA/CC Chair is responsible to propose a yearly work plan in accordance with the ToR, to be agreed at the EA/CC and approved at the EA/GA together with the associated budget. The EA/CC Chair has the duty to ensure that the work plan is fulfilled and to provide corresponding activities reports to the EA/GA and Executive (as needed).
  - 1.4.2 The EA/CC Chair is also responsible to ensure that the EA/CC ToR and RoP are respected.
- 1.5 Management – The EA/CC Chair shall propose the mechanisms for ensuring proper management of the work inside and outside of meetings.
  - 1.5.1 A Vice-Chair will be appointed (if necessary by voting between CC members) to assist the Chair in managing the agenda and representation of the CC. Other specific tasks can be delegated as mutually agreed. If needed, the Vice-Chair will replace the Chair in chairing a meeting.
  - 1.5.2 A Management Group will be set-up, consisting of the Chair, Vice-Chair, and the conveners of the WGs and of the Review Panel, aiming to ensure the overall management and coordination of the CC operations. A member of the Management Group can also be designated by the Chair to represent or replace the Chair in meetings. The task of the Management Group is to contribute and confirm the CC agenda and ensure efficient communication and feedback between the CC and the WGs and the Review Panel. Additional members may be added as needed to help achieving its aims. The interaction between the members of the Management Group is intended to be made by electronic means (e.g. e-mail / web meetings).
  - 1.5.3 The EA Secretariat will provide for the secretariat of the EA/CC.
- 1.6 Meetings – The EA/CC meets at least once a year, normally twice a year, although extraordinary meetings may be called upon the initiative of the EA/CC Chair or 1/3 of its members.
  - 1.6.1 A Spring and an Autumn meeting are thus normally scheduled in the first and third quarters of the year. The date and location of the EA/CC meeting will be decided by the EA/CC Chair, in consultation with the membership and other committees' chairs, as necessary.
  - 1.6.2 The EA/CC Chair may propose a Preparatory session or meeting, restricted to EA members as necessary, with a view to prepare discussions in the plenary session or Full meeting and to enhance the sharing of experience and harmonization. Nevertheless, conclusions from the Preparatory session, to be representative of the EA/CC, must be endorsed at the Full session.
  - 1.6.3 The organization of the meetings will follow EA-0/10.
  - 1.6.4 When justified, more than one representative of each EA member or stakeholder may attend the meeting, subject to availability and previous agreement with the EA/CC Chair.
  - 1.6.5 Meetings will follow an agenda, normally drafted and circulated at least three weeks in advance of the meeting date to the membership, except where otherwise agreed. Agendas will be confirmed at the beginning of each meeting, thus subject to changes.
  - 1.6.6 Minutes will be drafted within one month after the meeting, and circulated for a one month commenting period, before being approved by the membership.

- 1.7 Decisions – Conclusions and decisions will normally and preferably be taken by consensus. Whenever consensus cannot be achieved, and a decision is necessary, a voting will take place as follows: the quorum for a valid voting will be met when half of the membership is voting or represented, and decisions will be taken by simple majority of the votes cast. Abstentions and blanks are counted as votes not cast. Stakeholders' opinion(s) will be taken into account on the decision-making process.
  - 1.7.1 Decisions taken by the EA/CC shall be respected by the membership, unless they are subsequently revoked. Decisions that need a legal or binding nature shall be proposed to the EA/GA for approval.
  - 1.7.2 Decisions that have a medium/long-term impact shall be recorded in a List of Decisions or Decision Log for easy retrieval.
- 1.8 Working Groups – For dealing with long-term matters of relevance, working groups (WGs) can be established by the EA/CC, subject to endorsement by the EA Executive Committee.
  - 1.8.1 Working Groups will have Terms of Reference confirmed by the EA/CC and subject to endorsement by the EA Executive Committee.
  - 1.8.2 Membership and operation of Working Groups will follow the RoP established for the EA/CC, except if otherwise proposed and agreed with the EA/CC. In particular, they can operate as Networks, where contact points shall be designated by each EA member, and without the need for regular physical meetings.
  - 1.8.3 Convenors (or equivalent mechanism for leadership) of the Working Groups will be appointed from its EA members and confirmed by the EA/CC. Convenors have the duty to coordinate the work assigned to the Working Group and ensure its timely execution and report back (at least) for the EA/CC meetings. Presentation of the WG report and work during EA/CC meetings is expected, and should be ensured by the convener or the corresponding NAB representative appointed to attend the EA/CC meeting.
  - 1.8.4 Working Groups can manage Task Forces in a form similar to the EA/CC.
- 1.9 Task Forces – For dealing with short-terms matters or specific tasks, task forces (TFs) can be established by the EA/CC Chair, who will determine the leadership and composition, taking into account the membership views.