

**Horizontal Harmonisation Committee (HHC)  
Terms of Reference  
Revised Nov2016 – Approved at 38<sup>th</sup> EA General Assembly**

The Horizontal Harmonization Committee is composed of representatives of the EA full members, of accreditation bodies with which EA has a Cooperation Agreement, and of EA Stakeholders.

The HHC is responsible for all aspects related to the harmonised implementation of ISO/IEC 17011 and relevant ILAC/IAF and EA application documents.

Within this framework, the HHC is also responsible for the harmonised implementation of the horizontal requirements concerning the assessment and accreditation of CABs seeking notification by the competent National Authorities. In particular, the HHC is responsible for the harmonised implementation of the horizontal guidance document developed by EA. The implementation of the specific CAB standards (for example ISO/IEC 17025, 17020, ISO/IEC 17065, etc) in the area of Notified Bodies, as well as the study of possible sector-related aspects, remain within the responsibilities of the relevant Technical Committees.

Moreover the HHC is responsible for the evaluation, as established in EA relevant procedures, of sectoral conformity assessment schemes (CAS) and for reporting the outcome of such evaluation to the EA Executive Committee, prior to the signature of Agreements between the scheme owners and EA. It is also responsible for the appointment of persons or Task Forces which will act as liaison with the CAS once the Agreement has been signed.

The HHC may address other specific issues on the request of the EA Executive Committee and/or of the General Assembly.

The HHC performs the following tasks in order to achieve its goals.

- Discuss and prepare decisions for the harmonised implementation of ISO/IEC 17011 and pertinent application documents, taking into account topics highlighted by other Technical Committees and identified during the peer evaluation process.
- Discuss and prepare decisions for the harmonized implementation of the assessment practices for the assessment of CABs seeking notification, including maintenance and development of the related EA guidance documents.
- Monitor and supervise the activities of the network established for sharing knowledge for EU directives
- Develop and maintain a close relationship with the EA technical committees and the MAC to ensure close liaison and flow of information to and from the HHC.
- Pass on to the relevant Technical Committee questions related to the implementation of specific CAB standards in the area of Notified Bodies.
- Discuss and prepare decisions on sector schemes and their possible inclusion in the MLA.
- In general, discuss and prepare decisions on issues that are of common interest across the full range of conformity assessment activities.
- Within its scope of activity, prepare application documents, if and when necessary, to foster harmonization among EA members.

## **Working groups and Task Force Groups**

In accordance with clause 9 of the EA Rules of Procedure, HHC may appoint WGs or TFGs to deal with specific issues.

HHC will ensure that the necessary competencies are available in/to the WG/TFG to address the issues, and liaise with the EA technical committees as needed.

Normally convenors will be nominated from amongst the HHC.

Where needed, convenors will be able to nominate members of their WGs/TFGs who are not members of HHC, subject to approval of HHC, in compliance with the RoP sub-clause 9.11.

## **Decision-making**

The quorum for a valid voting will be met when half of the AB membership is voting or represented, and decisions will be taken by simple majority of the votes cast.

Like for the other EA Committees, the activities of the HHC are monitored by the EA Executive Committee through the participation of its Chair as a member of the EA Executive Committee. The HHC is accountable to the EA General Assembly for all of its activities and reports to the General Assembly.