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Procedure For EA Meetings

PURPOSE

This document provides guidelines for EA Members to host EA meetings in accordance with the *EA Policy for EA meetings*.

Authorship

This document has been written by the EA Secretariat.

Official language

The publication may be translated into other languages as required. The English language version remains the definitive version.

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Further information

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1. PURPOSE AND SCOPE OF THE DOCUMENT

This document establishes an implementation procedure for the EA Policy for EA Meetings as defined in Document EA/GA(10)03 and approved by the EA General Assembly in May 2010. It provides guidelines for EA Members hosting EA meetings, i.e. the EA Technical Committee meetings, the Multilateral Agreement Council meetings, the Executive Committee meetings and the General Assembly meetings.

This document also defines the tasks and responsibilities of the main involved parties, i.e. the hosting national accreditation body (NAB) and the EA Secretariat.

Please note that the use of the term "EA Secretariat" includes the EA Multilateral Agreement Council (MAC) Secretariat.

This document does not cover:

- online Committee meetings which are planned by the EA Committees together with the EA Secretariat (which makes the technical arrangements for the meeting);
- Working Group or Task Force Group meetings, which shall be organized independently from the EA Secretariat;
- training meetings or events, whose organization by the EA Secretariat in cooperation with the hosting NAB is described in another applicable document;
- the EA Advisory Board meetings.

2. EA MEETINGS

Here is an indicative table showing the different EA bodies with the frequency and duration of their respective (physical) meetings and the number of participants.

EA Body	Indicative number of annual meetings	Duration of meetings (day)	Number of participants
Horizontal Harmonization Committee	2	2	50-60
Certification Committee	2	Preparatory meeting: 1 Full meeting:1	50-60
Inspection Committee	2	1	50-60
Laboratory Committee	2	Management Group: 0,5 Meeting: 1,5	50-60
Communications and Publications Committee	2	1,5-2	30
Multilateral Agreement Council	2	Management Group: 1 Meeting: 1,5 -2 MAC WG Training and documentation: 0.5-1	10 50-60 10
Executive Committee	5	Varies from 1 to 3	15
General Assembly (GA)	2	1,5-2	100

3. LOCATION OF EA MEETINGS

The EA Resolution 2010(25)04 approved by the EA General Assembly in May 2010 provides that:

The General Assembly agrees the policy that EA meetings of the General Assembly, Multilateral Agreement Council, committees, working groups and task forces shall only be held in the countries of EA Full Members. This does not prevent informal meetings of EA members from taking place in conjunction with other meetings elsewhere (Document EA/GA(10)03).

A stakeholder organization is also allowed to host an EA meeting in an EA Full Member country, provided that the meeting is always organized in close cooperation with the local EA Full Member.

The meeting location shall be convenient in terms of transportation means available from the airport to the meeting venue and the time necessary for the transfer from the airport to the venue.

4. PROPOSALS AND RESPONSIBILITIES FOR HOSTING EA MEETINGS

4.1 Offering to host a future meeting

The NAB interested in hosting a future Committee meeting shall send a proposition to the Committee Chair and/or the EA Secretariat with as much early notice as possible. Most usually, proposals for hosting meetings can be made at the meetings themselves when the Chairs call for invitations from the members.

The proposals for hosting Committee meetings are accepted by the Committee Chairs themselves.

For EA GA Meetings: *The written notification for hosting a future EA General Assembly meeting shall preferably be sent two years prior to the GA meeting date. The Secretariat shall submit the hosting NAB's proposal to the Executive Committee for consideration before acceptance by the General Assembly.*

Future hosts are encouraged to provide the Committee with some preliminary information material (short presentation, leaflet, etc.), preferably to be circulated by email 6-9 months before the meeting.

When deciding on possible meeting dates, it is recommended that the scheduled meetings do not coincide with major events or holiday periods that might fill up available accommodation and raise venue and hotel rates in the preferred city.

4.2 General responsibilities associated with hosting a meeting

When proposing to host a meeting, the volunteering NAB shall bear in mind that it will be in charge of:

- assuming the financial responsibility of the event (see Point 5);

- organizing and coordinating all the local logistics of both the participants' accommodation and the meeting (and any related activities), in accordance with the requirements listed below (see Point 6)
- providing assistance to the EA Secretariat in the invitation and registration of the meeting participants and any related administrative formalities (see Point 6.2).

5. MEETING COSTS AND REGISTRATION FEE

5.1 The reasons for a registration fee

A budget shall be set so that the hosting NAB does not need to subsidize the meeting. In concrete terms, the host can establish a registration fee as provided by EA Resolution 2010(25)05 approved by the EA General Assembly in May 2010:

The General Assembly agrees the proposal that meeting hosts apply a transparent Registration Fee procedure for EA meetings in cases where a meeting host does not cover the full cost of the meeting [...].

This registration fee process is a transparent cost recovery mechanism allowing that costs, particularly for larger meetings, are borne in an equitable manner.

5.2 The costs covered by the registration fee

The registration fee shall exclusively cover costs directly or closely related to the meeting, namely:

- hiring the meeting room(s) (see Point 6.1 b);
- audio-visual equipment and other material, technical or not, needed for the meeting to progress in a smooth and efficient way (see Point 6.3 b);
- wireless internet access for all attendants (see Point 6.3 b);
- lunches, as well as morning and afternoon coffee/refreshment breaks (see Point 6.5);
- any other logistic requirements related to the meeting (the availability of a business center for photocopying, for instance).

Please be careful that costs inherent to any optional social event (such as welcome cocktail party, conference dinner, touristic activity, farewell gifts, etc.) must not be covered by the registration fee.

5.3 The amount of the registration fee

An appropriate registration fee shall:

- be established per day;

- normally be in the range of 45-80 Euros per day for each participant.

It is understood that the economic status of the host country has a significant impact on the registration fee and those figures are given as a guide only.

For EA GA Meetings: *It is recognized that GA meetings may require a higher level of registration fee. Furthermore, the cost of providing any seminar, workshop or other activity conducted in association with the GA meeting shall be identified separately from the general registration fee. The host may choose to charge a distinct registration fee or alternatively subsidize the additional activity.*

5.4 The payment modalities of the registration fee

The host NAB is responsible for collecting the registration fee and providing a receipt, either through the hotel when the participants pay for their rooms (most often for Committee meetings), or on its own in case of advance payment.

5.4.1 Payment to the hotel

When the registration fee is to be indirectly paid to the hotel, it shall be clearly established as a distinct fee from the cost for the room, in order to be also paid by those participants who have booked a room outside the meeting hotel.

5.4.2 Advance payment to the host

The host is expected to pay all deposits, advance payments, etc. required by the hotel and the meeting venue operator, if any. Accordingly, the host needs to have access to sufficient funds to cover these costs and may ask for an advance payment from the registered participants.

In case of advance payment, arrangements should be made by the host to enable participants to pay their registration fees by credit card, bank draft or transfer. Suitable secure facilities should be in place for the security of credit card or bank account information submitted to the host.

6. ARRANGEMENTS TO BE MADE BY THE HOSTING BODY

The host is encouraged to seek the EA Secretariat's advice whenever it is needed when making any of the following arrangements.

6.1 Hotel and meeting venue selection

6.1.1 Accommodation of participants

The hosting NAB is responsible for accommodating all the participants in the meeting (who may, however, prefer to stay in another hotel of their choice).

For this purpose, the host shall negotiate and block-book enough rooms for the expected number of participants (see Point 2) at a preferential price in 2 or 3 hotels (see Annex D, Example 2):

- one hotel with a regular price, where a majority of participants are likely to stay;
- a 2nd (and 3rd) hotel(s) at lower rate. These accommodation options should be kept in reasonable proximity to the other hotel and the meeting venue.

As a guide, the cost per night for the main accommodation venue should be around 150 Euros including breakfast and local taxes. Again, it is recognized that the economic status of the host country has a significant impact on the hotel price.

The host is invited to look at the national government's per diem rates as authorized by the European Commission to get a right idea of what is considered a regular (reasonable, but not excessive) price. All per diem rates are available on the EC web page at: <http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&Language=en>

These hotels, notably the first-option one, shall be selected so that they:

- are easy to get to from the city airport via shuttle, train, bus or taxi;
If participants cannot ensure it themselves, the host should hire and coordinate their transportation to the hotel and back to the airport.
- have business rooms with an internet access;
- are within walking distance from shopping areas and interesting sights (optional).

The host is encouraged to check the meeting place's rooms and services, preferably by visiting the hotel.

6.1.2 Venue of the meeting

The hosting NAB is responsible for reserving the meeting room according to the requirements given below (see Point 6.3).

Once the list of possible hotels is narrowed by location, price and rooms, the next factor by which to judge hotels is their amenities. Wherever possible, the host should arrange for the meeting venue and the main hotel for participants to be in the same building – or at least within close proximity (a short walking distance).

Such hotels with meeting facilities shall have enough meeting and conference space to accommodate the expected number of participants, especially for the EA General Assembly meetings (see Point 2).

If necessary, the host should hire and coordinate the transportation of the participants to the meeting venue. For the participants' departure after the meeting as well, transportation to the airport shall be arranged wherever necessary. Please consider that a large number of participants may have to leave and go to the airport simultaneously or within a limited period of time, which means that more than 50-60 persons may need to leave for the airport at the same time.

One meeting room is required for each meeting, unless otherwise specified. Some Committees may ask for an extra room dedicated for a specific workshop during the meeting. Such requirements are to be notified to the EA Secretariat in advance.

The name of the meeting room shall be communicated to the Secretariat a few days before the meeting at the latest.

For EA GA Meetings: *an additional room close to the GA meeting room shall be planned for the EA Secretariat's use. This smaller room shall be equipped with a computer, internet access, a printer, a photocopying machine and office material and have a lock.*

6.2 Invitation and registration of the participants in the meeting

6.2.1 The invitation package

The hosting NAB is responsible for elaborating an invitation package comprising:

- an invitation letter from the hosting NAB (or its representative to the Committee in question) to present the future meeting with practical details in a comprehensive manner. An example is attached in Annex A.

This invitation letter shall in particular clarify that participants are required to make their own bookings directly with the hotel by means of the hotel booking/reservation form (see below).

This invitation letter should also give information on:

- . the venue(s) of the hotel and meeting room located on a city map with public transport routes
- . transportation: How to get from the airport to the hotel? Are shuttle buses or other special means of transport available? And how to access them in the easiest and cheapest way? If organized by the host, please indicate any collective transport specifically for the participants.

It may also outline tourist attractions nearby (for accompanying persons or those wishing to extend their stay).

- an attendance or registration form indicating:
 - . the nature, dates and location of the meeting
 - . the distinct mention of the different meeting days when participation can be on one day only
 - . the amount of the meeting fee, if any, and payment details
 - . the full details of the participant, including his/her email address
 - . his/her origin NAB and his/her title
 - . the mention of any accompanying person(s)
 - . the confirmation of his/her/their participation to any social event like a dinner, if any
 - . information on any special dietary needs of the participant ;

- . the person with his/her email address in the hosting NAB to whom the form shall be returned (also the contact person for any question)
- . a deadline for returning the form duly filled in by the participant

An example is attached in Annex C.

The host is in charge of preparing, receiving and processing registration forms in collaboration with the EA Secretariat – the latter can send the host an example of attendance form and should be kept informed of the registrations received (see Point 6.2 b).

Although participants may be asked to send a copy of their forms to the EA Secretariat, this is not an obligation as it may create some confusion and misunderstanding between the NAB and the Secretariat. A single contact person for registration proves more efficient.

- a hotel booking/reservation form indicating:
 - . the nature, dates and location of the meeting
 - . the full details of the hotel, notably those needed for making a hotel room booking (telephone and fax numbers, email address)
 - . how the participant can identify him-/herself to obtain any special rate negotiated by the host with the hotel
 - . the full details of the room to be booked, notably the nature (single, double, standard, deluxe, etc.) and the price (inclusive of breakfast and all taxes)
 - . the full contact details of the participant, including his/her email and postal address, phone number, etc.
 - . the financial details of the participant (credit card number and associated data)
 - . the deadline set by the hotel for returning the form directly to the hotel while being ensured to benefit from room and special rate availability

Two examples are attached in Annex D.

Once finalized, the host shall send this invitation package to the EA Secretariat, which will distribute it to all members of the Committee as early as possible, and at least 2 months before the meeting (see Point 7.1).

For EA GA Meetings: the invitation package shall be sent earlier, preferably at least 6 months in advance of the General Assembly meeting.

6.2.2 Registration of participants

After the registration deadline indicated on the attendance form, and at least one week before the meeting, the contact person in the hosting NAB shall send the EA Secretariat a definitive attendance list with each participant's first name, surname, origin NAB and, preferably, email address, as well as a blank space for his/her signature. This attendance list will be signed by the participants during the meeting for them to confirm their attendance of it. It will also allow them to check their email address for future communication.

Note: For attendance lists, as far as IARM, the Accreditation Institute of the former Yugoslav Republic of Macedonia, is concerned, please consider that the name of the country starts with a "T" in "The former Yugoslav Republic of Macedonia". Additionally, a separate sheet of the attendance list bearing the name of IARM, the Accreditation Institute of the former Yugoslav Republic of Macedonia, and the name

of the country “the former Yugoslav Republic of Macedonia”, only, shall be made available for the IARM delegates to sign.

An example of attendance list with the separate attendance sheet for IARM is attached in Annex E.

6.2.3 Assistance in obtaining visas

Upon request, the host is also responsible for assisting any registered participants from non-European countries to obtain their visas. It shall send them an invitation letter indicating the location, dates and purpose of the meeting, and any other information as specifically required by each concerned participant. An example is attached in Annex B.

6.3 Meeting room requirements

The hosting NAB is responsible for making all spatial and material arrangements for the meeting room.

6.3.1 Room configuration

After checking and ensuring that the meeting room space is sufficient for the expected number of participants, the host shall ask for and ensure the appropriate configuration of the room.

Unless otherwise requested by the EA Secretariat or Committee Chairs, the usual configuration of meeting rooms shall:

- be in U-like shape (most preferably) or a classroom style, the need being that every participant can see the whole audience, especially the front head table;
- have wide enough rows of tables, all facing the front head table;
- have a front head table for the Chair, Vice-Chair and the responsible person from the Secretariat;
- have a large or long table (registration table), either inside or outside the meeting room, for the participants' signing of the attendance list and the distribution of name plates.

The host shall also ensure that there will be a name plate at each participant's place showing his/her name and the acronym of his/her origin NAB in large enough letters to be visible by all participants. These name plates will be ranked in the alphabetical order of the NABs on the registration table to be taken by the participants when signing the attendance list just before the meeting.

Please note that the name plates referring to the former Yugoslav Republic of Macedonia should be spelled out as follows:

The former Yugoslav Republic of Macedonia

IARM, the Accreditation Institute of the former Yugoslav Republic of Macedonia

Name tags (with a thread, clip or pin) can optionally be provided to the participants for their better identification when they leave their seat (during coffee breaks, for instance).

The above-mentioned note applies for name tags referring to IARM.

For EA GA Meetings: *the General Assembly meeting room shall meet the following extra specific requirements:*

- *delegations shall be placed in the alphabetical order of their country names with the following order from the front to the end of the attendance: the EA Full Members; the EA Associate Members; the Bilateral Agreement Signatories; the EAAB Chair and Vice-Chairs; and the Observers placed according to the name of their organization. For EA members, the rule is to place them alternatively in reverse alphabetical order so as for those sitting at the end of the room to sit in front of it the following time;*

- *a seating map should be posted at the entrance of the meeting room for the members to see where they have to seat, at least, if no such a detailed map can be provided, for members to see how seats have been allocated;*
- *the front head table should be on a raised dais (podium) to allow the EA Chair, Vice-Chair and Secretary to see, and be seen by, the whole audience;*
- *the dais shall have a lectern for occasional speakers;*

6.3.2 Room equipment

The meeting room shall be fitted out with the following stationery or technical material:

- power outlets available for participants' laptop computers (extension cords may be needed);

Since it is now experienced that all of the participants in any meeting have their own laptop computer, the host shall ensure that a sufficient number of power outlets are available to satisfy the needs of all computers.

- a data projector (also called beamer or LCD projector) connected to a laptop located on the front head table, allowing input of collective information on a screen as the meeting progresses;
- a large screen adjacent to the front head table or on the opposite of it, depending on the room configuration;
- a wireless internet access for every participant (to be discussed with the Chair/Convenor of the meeting);
- fixed table microphones shared one between every 2 (or 3) participants;
- a white and/or flip chart board near the front head table, with adequate pencils working properly (not needed for the EA GA);
- a writing pad with a pen at each participant's place as some paper may sometimes be useful for electronic-minded participants (optional).

For EA GA Meetings: *the General Assembly meeting room shall also be equipped with the following:*

- *2 roving microphones for any additional participants or observers;*
- *the ability to have the laptop used in conjunction with the data projector on or next to the lectern;*
- *a ballot box to be used when elections are planned in the meeting agenda (in this case, please seek advice from the EA Secretariat).*

6.4 Staffing requirements

The hosting NAB shall ensure that the meeting can progress in the most harmonious way, especially that any unexpected problem is swiftly solved.

For this purpose, the host shall ensure that some local assistance staff is provided for the entire duration of the meeting as follows:

- one technician shall be available to operate sound system and meet any other technical needs;
- a dedicated contact person, either from the hosting NAB or local staff, shall assist the person from the EA Secretariat in planning adequate timing for breaks and lunches, in informing the participants of any arrangement made for the dinner, if any, and in solving any need or unexpected problem such as the distribution of new papers;
- local staff shall ensure that the meeting room is secure, or under surveillance, so that participants can leave papers, laptop computers and other personal belongings on tables during coffee breaks or lunches;

It shall also be ensured that the room is opened in advance of the meeting in order for the EA Secretariat to perform an ultimate checking and welcome the first participants.

For EA GA Meetings: *the host is strongly recommended to ensure that:*

- *a technical meeting is organized the day before the General Assembly meeting in order to check on appropriate seating mapping and all technical arrangements together with the EA Secretariat;*
- *local staff – a minimum of one dedicated person – is always available near the meeting room as from the day before to give specific support to the EA Secretariat;*
- *in particular, local staff can assist in the delegations' signing of the two attendance lists on the registration table alongside the meeting room (one attendance list should be signed by delegations for each day of both days of GA meetings);*

Those two attendance lists shall be given to the EA Secretary at the first break of the morning session of the second day. The attendance list of IARM, the Accreditation Institute of the former Yugoslav Republic of Macedonia, can be attached to the main list (see example in Annex E).

- *as a tradition, a photograph showing the full attendance is taken by a professional photographer at an adequate moment during the meeting, usually just before the lunch break on the first meeting day;*
- *in case of a signing ceremony to be organized during the GA (seek information from the EA Secretariat), this signing ceremony takes place at the same place as the gala dinner (see Point 6.5 c). A two-seat table shall be especially arranged for the ceremony, which will be managed by the EA Secretary;*

- *as a tradition initiated in Denmark in 2001, a ceremony for the transfer of the “EA spirit” is organized at the end of the GA meeting from the present hosting NAB to that of the next GA, based on any object symbolizing the values of both the hosting country and EA.*

6.5 Catering requirements

The hosting NAB is responsible for providing the participants with all meeting breaks and lunches.

Times for lunches and morning and afternoon breaks shall be agreed with the Chairs, and arrangements made shall be implemented at the times agreed without delay.

6.5.1 Specifications for lunches

The host shall ensure that the lunches are:

- served in a place close to the meeting room;
- not too elaborate or heavy: buffet meals with a selection of hot and cold food are preferred, with adequate seating;
- designed for quick service so that the entire lunch can be completed in one hour.

Besides vegetarian, halal and other special dietary requirements need to be catered for upon request of the participants. These special food considerations have to be previously asked for and indicated on the attendance form.

6.5.2 Specifications for coffee/refreshment breaks

The host shall ensure that the morning and afternoon breaks are offered in a place adjacent to the meeting room.

A range of beverage (coffee, tea, fruit juice, etc.) and light snack (biscuits, simple cakes, fruits, etc.) shall be proposed.

Water shall also be provided on the tables in the meeting room.

6.5.3 Invitation to dinner

Inviting the participants in the meeting to a dinner is absolutely not an obligation put on the host and remains OPTIONAL ONLY.

If the host wishes to invite the participants to a dinner, the restaurant should preferably be not too far from the hotel to save the participants' time both before and after the dinner - and preserve their strength for the following day!

For EA GA Meetings: *the hosting NAB can traditionally organize a social event including a dinner at the end of the first day of a General Assembly meeting.*

7. ARRANGEMENTS TO BE MADE BY THE EA SECRETARIAT

Throughout the organization of the meeting, the hosting NAB can seek further information and more specific advice from the EA Secretariat.

The EA Secretariat plays a liaison role with the host and both shall communicate fully with each other. Information shall be shared and there should be mail exchange between the persons in charge within the EA Secretariat and the hosting NAB.

It is recommended that the persons in charge within the EA Secretariat and the hosting NAB should meet together before the meeting at its venue for checking purposes (see Point 7.4), particularly for the EA GA meetings.

7.1 Distribution of the invitation package

Once the attendance/registration and hotel booking forms are finalized and sent by the host to the EA Secretariat, the latter shall distribute it to all members of the Committee to hold a meeting as early as possible, and at least 2 months before the meeting. This distribution is made by email and/or through the intranet section of the Members Only part of the EA website.

7.2 Call for interaction from members

7.2.1 Call for comments on the draft agenda

The Committee Chair assisted by the Secretariat prepares a draft agenda of the meeting. This will be sent by the EA Secretariat together with the invitation package in order to call for any comments, suggestions and additions.

This preliminary draft agenda may be sent later than the invitation package in order not to delay the invitation package and flight and hotel bookings by the participants. In this case, the period for commenting on the draft agenda and making suggestions is necessarily shorter.

For EA GA Meetings: the EA Secretariat shall circulate a preliminary draft agenda for comments at least 2 months before the General Assembly meeting according to the EA Rules of Procedure.

7.2.2 Call for questions to be answered at the meeting

When circulating a preliminary draft agenda for comments (see Point 7.2 a), the EA Secretariat shall ask the Committee's members (not GA Members) for any question they would like to submit to the Committee with a view to get it answered by other members during the meeting.

These questions shall be sent to the EA Secretariat by a clear deadline by means of a specific form for submitting questions.

These questions will be added to the meeting agenda after approval by the Chair.

7.3 Publication of meeting papers

The nominated person for the Committee within the EA Secretariat is responsible for publishing all the documents needed for the meeting on the EA intranet's section dedicated to this Committee as much in advance as possible, and at the latest the week before the meeting.

The EA Secretariat shall:

- request the Committee Chair to provide the documents to be posted on the intranet as meeting papers;
- give every meeting paper a Committee reference number to be clearly mentioned on the document (unless the paper already has one) and the definitive draft agenda;
- publish the meeting papers on the appropriate section of the EA intranet as soon and as fast as each of them is sent or confirmed as such by the Chair;
- prepare the definitive draft agenda (which will be approved at the meeting) by listing the relevant meeting papers under each item together with hyperlinks towards documents;
- once finalized, publish the definitive draft agenda together with the very last papers and, possibly, publish the whole set of papers including the hyperlinked agenda as a single and final zip file. Note: a zip downloading function can also be activated by the participants themselves to download all the papers as a unique zip from the intranet page.

When the publication of meeting papers is behind schedule, very late documents may still have to be published 2 days or the day before the meeting. In this case, the EA Secretariat and/or the Chair are recommended to check at the meeting that every participant has received the late documents.

7.4 Checking before the meeting

The nominated person for the Committee within the EA Secretariat shall meet the person responsible in the hosting NAB at the hotel (being ideally the meeting venue as well) the day before the meeting, or at least one hour before the meeting. The objective is to swiftly check that everything is under control, especially that:

- the meeting room requirements relating both to its configuration and equipment are satisfactorily fulfilled (see Point 6.3), in particular that sound and projection facilities work properly;
- the name plates (and the attendance list) are ready and easy to be found by each participant on the registration table;
- the room will be opened (about one hour) in advance of the meeting to perform a very last checking and welcome the early participants;

- a local staff person will remain available during the meeting in case of any unexpected problem.

For EA GA Meetings: *the EA Secretariat, namely the person in charge of the logistics for the meeting, shall ensure that everything is in order the day before the General Assembly. This person shall in particular:*

- *lead a technical meeting with the person in charge in the hosting NAB and/or the local staff on the day before the GA meeting in order to check that:*
 - ✓ *the mapping for participant seating is fully appropriate;*
 - ✓ *all technical arrangements are functioning; it is recommended that all connections, sound and projection facilities are tested in advance;*
- *when elections are planned, ensure that there is a ballot box and a suitable number of ballot papers ready for use;*
- ensure that local staff will be staying near the GA meeting room for any technical or attendance problem.

7.5 Contribution at the meeting

In addition to taking the minutes of the meeting, the nominated person for the Committee within the EA Secretariat shall:

- make the attendance list circulating among the participants so as for them to sign it and ideally check their email address (unless the attendance list has already been signed on the registration table at the room entrance);
- play a liaison role between the Committee's members and the host, especially to help participants to solve any logistic problems;
- forward any communication from the host to the participants (and the Chair);
- confirm with the Chair that the break and lunch hours are adequately planned so that the meeting agenda can progress in a smooth manner;
- additionally answer questions from the participants relating to their intranet rights (this is important for the publication of next papers).

7.6 Follow-up after the meeting

Once back at the EA Secretariat, the nominated person for the Committee shall not only write the draft minutes and the action/decision/resolution list of the meeting to be sent for approval to the Committee's Chair, but also:

- publish the attendance list on the appropriate section of the EA intranet, together with presentations made or any other documents unexpectedly discussed at the meeting;

- make the necessary modifications to the intranet access rights (or have them made by the person in charge);
- reply to the members whose questions could not be immediately answered at the meeting;
- once approved by the Chair, publish the draft minutes on the relevant section of the EA intranet and call for comments on them (to be submitted within 6 weeks);
- and... thank the host for the nice arrangements made for the meeting!

oooooooo

ANNEX A – EXAMPLE OF INVITATION LETTER

INVITATION

The Hungarian Accreditation Board (NAT) is pleased to invite delegates to the EA Laboratory Committee meeting to Budapest, Hungary.

Date of the meetings: 7 and 8 September 2011 (and 6 September for LC MG)

Venue: Danubius Hotel Gellért

Szent Gellért tér 1., 1111 Budapest, Hungary

Phone: +36-1-889-5500, Fax: +36-1-889-5505

Website: http://www.danubiushotels.com/en/our_hotels/hungary/budapest/danubius_hotel_gellert

The hotel is situated on the Danube riverbank at the foot of Gellért Hill, please visit its website.

Rooms for the delegates have already been pre-booked at this hotel. For registration to the meeting please fill in and send the attached REGISTRATION FORM to NAT to Mrs. Annamária Hunor (e-mail: hunor@nat.hu or fax: +36-1-204-5075) and for reservation of accommodation fill in and send the attached the HOTEL RESERVATION FORM directly to Danubius Hotel Gellért to Mrs Judit Faluhelyi (e-mail: gellert.reservation@danubiushotels.com or fax: +36-1-889-5505) before **31 July 2011**.

Transportation from the airport to the hotel can be by minibus or taxi, see detailed information in the following website: http://bud.hu/english/passengers/transport_and_parking/by_minibus. NAT has agreed with VOLÁN taxi company to transport you from Liszt Ferenc International Airport of Budapest to the hotel at a fixed price of 22 €. If you need this service, please indicate it in the REGISTRATION FORM.

A meeting fee (65€/day) will be charged by the hotel for the EA LC meeting. Please take note that the meeting fee will also be charged by Danubius Hotel Gellért for delegates staying in another hotel.

NAT is happy to invite delegates for a dinner on 7 September 2011. The restaurant is located nearby (10-minute walk) the hotel. Please confirm your participation in the dinner in the REGISTRATION FORM.

Please note that the local currency of Hungary is HUF. Information on weather conditions is available at <http://local.msn.com/worldweather.aspx?eid=5131&q=Budapest-HUN#>

Having any queries, please do not hesitate to contact NAT (Mrs. Annamária Hunor; e-mail: hunor@nat.hu).

Looking forward to seeing you in Budapest,

Dr. Rózsa Ring
Director of NAT

ANNEX B – EXAMPLE OF INDIVIDUAL INVITATION LETTER FOR VISA PURPOSES

DATE

NAME OF THE PERSON

ADDRESS

COUNTRY

Subject: Invitation to the EA Multilateral Agreement Council Meeting on 18-19 October 2011

Our ref.: XX/XXX/XXX

Dear Mr./Ms XXX,

In order to develop a closer relationship between XXX, the National Accreditation Body of XXX, and “European Co-operation for Accreditation” (EA), EA is pleased to invite you, XXX, as the representative of XXX, holder of Passport n° XXX, to take part in the Multilateral Agreement Council Meeting of European Co-operation for accreditation (EA) to be held in Bratislava on 18-19 October 2011.

- For an efficient contribution to the EA work and meetings that will be hosted by various EA country members, we advise that you request a one year multiple visa for Schengen countries.

- The detailed timeframe of the EA 2011/2012 meetings is available on the EA website, page Events.

-

- We, as well as all EA members, would appreciate that the National Accreditation Body of XXX is represented at the meetings.

-

Yours sincerely,
XXX

ANNEX C – EXAMPLE OF ATTENDANCE / REGISTRATION FORM**ATTENDANCE FORM****21st EA CC and IC Meetings**

On 22, 23 and 24 February 2011 in Amsterdam, Netherlands

1. Hosted by RvA

2. Venue: **BILDERBERG GARDEN HOTEL**3. <http://www.bilderberg.nl/uk/hotels/gardenhotel/>Please fill in this form using **block letters** or print and return it
Before **10 JANUARY 2011**

exclusively to:

4. RvA : by fax: +31 (0)30 2394539 or e-mail: marga.zaffe@rva.nl

Organisation:

Title:

First name:

Surname:

Address:

.....

Tel: Fax:

E-mail:

Delegates are kindly asked to fill in their name for each event they wish to attend:

Day/date	Activity	Attending delegate's name
22 February 2011 09:00 – 18:00	<u>Preparatory Meeting of EA Certification Committee</u> <i>(closed meeting, <u>only for EA AB members</u>)</i>	
23 February 2011 09:00 - 18:00	EA Certification Committee Meeting	
23 February 2011 19.00 – 21:30	Dinner hosted by RvA	
24 February 2011 09:00 – 17:00	EA Inspection Committee Meeting	

Did you book your hotel room during the meetings in the meeting venue Hotel?

Yes No Any request for an official invitation letter (for visa purposes) can be addressed to the hosting AB, RvA – marga.zaffe@rva.nl

ANNEX D – EXAMPLES OF HOTEL BOOKING / RESERVATION FORM

Example 1

EA CPC Milan, Italy - 7 and 8 September 2011

HOTEL BOOKING FORM

Please return **by 15th July 2011** to ATAHOTEL Executive: fax: **+39.02 29010238**
e-mail **booking.executive@atahotels.it**

Participant:

Last Name	First Name
.....
Institute	Address
.....
City	Postal Code
.....
Country	E-mail
.....
Tel	Fax
.....

Accompanying person:

Last Name	First Name
.....

Hotel Reservation:

Arrival dayat..... **Departure day** at

Please stick the selected services/day (Taxes and breakfast included):

	€	05 September	Pre-booked 06 September	Pre-booked 07 September	08 September
Double room Single use	150,00				
Double room Double use	170,00				
Internet wireless 24 hours	22,00				

General information:

The pre-booked rooms will be available for reservation until 15th July 2011.

After this date their availability will not be guaranteed.
The rooms should be reserved individually by each participant.
Cancellation policy: possibility to cancel your reservation within 48 hours prior to the participant's arrival date. For cancellations or no show after this limit, one night accommodation will be charged to your credit card.
Check in time: from 14h00 check out time: by 12h00

Credit card for guarantee:

Visa EuroCard / MasterCard Amex

Cardholder

Credit card number:
Expiry date:

Date:..... Signature:.....

ATAHOTEL Executive****
Viale Don Luigi Sturzo, 45 - 20154 Milano
Tel: +39.02.6294.1 - Fax: +39.02.2901.0238

ANNEX D – EXAMPLES OF HOTEL BOOKING/RESERVATION FORM

Example 2

**HOTEL REGISTRATION FORM
EA/LC MEETING 8 – 11 March 2011
1.1.1.1IN PARIS HOSTED BY COFRAC**

**PLEASE COMPLETE AND SEND THIS FORM IN FULL BY FAX OR EMAIL
UNTIL 15 SEPTEMBER 2010**

TO

NOVOTEL PARIS BERCY

85 rue de Bercy, 75012 PARIS

(Subway line 14 : BERCY station)

tel.: + 33 1 43.42.30.00, fax.: + 33 1 43.45.30.60

e-mail: h0935@accor.com

Contact persons: Cécile or Nathalie

Single room : 150 € per night (included taxes and breakfast)

Double room : 160 € per night (included taxes and breakfast)

Password : LC MEETING

Name: **First Name:**

Address:

Phone: **Fax:**

E-mail:

Credit Card No. :

Card Type :(VISA, DINNERS CLUB, AMEX,MASTER CARD).....

Exp. Date :..... **CVC:**

I wish to book a Single room Double room

Arrival Date:.....

Departure Date:

Note: The room is guaranteed for late arrival

Cancellation policy: Before 6pm the day of arrival, no charge. One night fees for cancellation after 6pm the day of arrival

Please Note

- Settlement of your account can be done upon departure by Credit Card or cash.
- Preferred rate is maintained until: **15th September 2010.**
- After that date booking on request : Room and rate upon availability.
- For additional accommodation please contact the hotel for availability and fees.

Travel information: For details on the location of the hotel please visit the hotel's web site
<http://www.novotel.com/fr/hotel-0935-novotel-paris-bercy/index.shtml>

EA/LC MEETING 8 – 11 March 2011 in PARIS

OTHER HOTELS

IF YOU WISH TO MAKE YOUR OWN HOTEL ARRANGEMENTS, PLEASE FIND HEREAFTER, INFORMATION ON HOTELS LOCATED NEARBY COFRAC AND NOVOTEL PARIS BERCY.

PLEASE NOTE THAT PARIS IS VERY BUSY AT THIS TIME SO MAKE YOUR OWN BOOKING NOW! SOME HOTELS ARE ALREADY FULL.

5. All Seasons Paris Bercy

6. rates start from 90€ breakfast included

7. <http://www.accorhotels.com/fr/hotel-0941-all-seasons-paris-bercy/index.shtml>

8. 77 rue de Bercy

75012 PARIS,

Tel. +33 1 53465050

Fax. +33 1 53465099

9. Ibis Paris Gare de Lyon Ledru Rollin 12ème

10. rates start from 113€ breakfast included

<http://www.accorhotels.com/fr/hotel-1937-ibis-paris-gare-de-lyon-ledru-rollin-12eme/index.shtml>

41/43 avenue Ledru Rollin

75012 PARIS

Tel. +33 1 53023030

Fax. +33 1 53023031

11. Ibis Paris Bercy Village 12ème

12. rates start from 84€ breakfast included

<http://www.accorhotels.com/fr/hotel-1743-ibis-paris-bercy-village-12eme/index.shtml>

19, place des Vins de France

75012 PARIS

Tel. +33 1 49280606

Fax. +33 1 49280620

Corail Paris Hotel

rates start from 67 € breakfast 8€

http://www.corailparishotel.com/hotel-corail-rooms_1.html

23 rue de Lyon

75012 Paris

Tel: +33 1 43 43 23 54

Fax: +33 0 1 43 43 82 55

Hotel's e-mail: corailhotel@wanadoo.fr

- **For any questions please contact: mireille.atamian@cofrac.fr**



**EA General Assembly
25-26 May 2011
Berlin, Germany**

13. List of participants from IARM

Name of the Body	Surname	Signature 25.05.2011	Signature 26.05.2011
IARM, the Accreditation Institute of the former Yugoslav Republic of Macedonia	XXX		
IARM, the Accreditation Institute of the former Yugoslav Republic of Macedonia	XXX		

ANNEX F – A FEW TIPS FOR BOOSTING THE SUCCESS OF EA MEETINGS

Here are a few key or additional tips to give an optimal success to the EA meetings:

- designate one contact/liaison person within the hosting NAB to communicate with the EA Secretariat;
- perform a review of technical requirements the day before the meeting together with the EA Secretariat, especially for EA General Assembly meetings;
- plan and check the break and lunch times together with the EA Secretariat before each meeting;
- preferably select a meeting room with daylight;
- preferably select a hotel with several elevators to enable participants to save time when going to the meeting room at the same moment;
- propose some fruits and vegetables at breaks and lunches for female participants.