

TO: ALL MEMBERS OF EAAB
FROM: Michael Nitsche, EAAB CHAIR
DATE: 18 June 2018
SUBJECT: MEMBERSHIP OF EAAB

As stated in section 2.2 of the EAAB's *Terms of Reference*, the Members are appointed for a period of three years, which can be renewed. The current mandate will expire in autumn 2018. We therefore need to seek either new nominations or confirmation of renewals from all members in due time before the 40th EAAB meeting, scheduled for 17 October 2018.

May I remind you of the agreed composition of the Board:

Conformity assessment bodies	Five members
Industry, services and trade	Five members
National authorities of EEA / EFTA countries	Five members
Consumers	One member
European standards organisations	One member
European Commission	One member
European Free Trade Association	One member
The European metrological organisations	Two members
European private scheme owners that are EA Recognised Stakeholders	One member

I would like to encourage the representatives of all stakeholder groups to take care to ensure a well-balanced representation within their colleges. It is important that as wide a range of stakeholders as possible are represented. Moreover, all candidates are required to possess a good background knowledge of accreditation, including at the strategic level, so that they can actively contribute to the work of the Board.

The Board's *Rules of Procedure* specify that the Chairman is to call for nominations for renewal of membership four months prior to a meeting and to close submissions one month before the set date of that meeting. However, in order to facilitate the process as agreed during the 39th EAAB meeting, I am writing in advance of this deadline and ask all members to ensure that **nominations are made by 15 September 2018 at the latest**.

Please send your nominations to the EAAB Secretariat:

Frédérique Laudinet, EA, 75 avenue Parmentier, FR - 75011 PARIS

Email: frederique.laudinet@european-accreditation.org

Tel: +33 1 4021 2465 - Fax: +33 1 4021 2400

Selection of candidates for the NA College will be processed through the IMP.

The Board will also need to elect or re-elect a Chair and two Vice-Chairs at the next meeting in October 2018, with those newly elected taking office with effect from the beginning of the 40th meeting on 17 October 2018.

Nominations for all three Chair positions are also invited by 15 September 2018 to the above address.

I hope these arrangements meet with your approval and I look forward to your nominations.

Michael Nitsche

Enclosure: EAAB *Terms of Reference* and *Rules of Procedure* as revised in May 2018.