

Supplement to the EAAB Rules of Procedure

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EA Advisory Board

Subject: Administrative support from EA to ensure the proper operation of EAAB

EAAB Secretariat:

- In general, ensures all the administrative functions of the Board.
- To be provided and maintained by the EA secretariat, as foreseen under chapter 9 of the Terms of Reference of EAAB

Tasks and responsibilities of the EAAB secretariat:

1/ Preparation of and assistance in EAAB meetings

- Participation in at least two preparatory meetings and two full EAAB meetings per year, as the regular schedule. Participation in additional meetings that may be called if deemed necessary and under the conditions set out in the Terms of Reference.
- All preparatory work required for these meetings, including their convocation and organisation, preparation of draft agenda proposals, timely provision and circulation of meeting documents to participants, all related communication with participants, etc.

2/ Drafting of EAAB documents and provision of information of relevance to the Board

- Membership list
- Draft meeting agendas (a first draft shall be provided 4 weeks prior to the meeting, as a rule)
- List of meeting conclusions & resolutions (the list shall be provided within 2-3 working days following a meeting, as a rule)
- Meeting minutes (the draft shall be provided within 3 weeks following a meeting, as a rule)
- Work programme and actions list (both documents shall be updated and provided together with the draft meeting minutes)
- Annual report (the draft shall be provided for the Board's first meeting each year)
- Other reports, written opinions or advice, or other documents, as may be requested by the Board
- In between EAAB meetings, regular provision of information in the form of short summaries, progress reports, briefing notes etc. on the state of play and new developments concerning key topics and other EA documents that are in the discussion and adoption process within EA

3/ Communication with EAAB members and other stakeholders/stakeholder communities

- Distribution of meeting documents to EAAB members via electronic mail (the documents on issues foreseen “for discussion” by the Board shall be provided and circulated 3 weeks in advance of an EAAB meeting, as a rule)
- Provision of meeting documents and other EAAB documents on EA intranet (EAAB section) for EAAB members (the documents “for discussion” by the Board shall be posted 3 weeks in advance of a meeting, as a rule)
- Dealing with all communication between EA and its committees/other operational structures and the EAAB. Ensure that EAAB is informed about all issues being dealt with by EA that are of relevance to stakeholders. Ensure that EAAB is effectively/formally involved wherever this is specifically foreseen in the relevant EA procedural documents (e.g. during the development process of EA guidance documents).
- Inform EAAB about all consultations carried out by EA with “relevant stakeholders” (cf. Regulation on accreditation, Annex A point 3).
- Circulation of the conclusions & resolutions list, the annual report, and other documents as specifically determined by the Board, to both the members of EAAB and all other “EA stakeholders” (i.e. stakeholders with which EA has entered into an agreement as referred to in the “EA policy for relations with stakeholders”).
- As EA contact point, dealing with requests for general information about the Board and its activities, received from stakeholders or interested parties outside the EAAB, pointing them to the relevant colleges or Board members for more specific information, where requested.
- Circulation of documents to the Member States’ national authorities responsible for accreditation, according to relevant requests and instructions from the EAAB national authorities college (SOGS, direct emails, etc.).
- Administration of EA intranet website access rights for EAAB members.

4/ Procedures to ensure visibility and transparency of the Board and its activities

- Publication of all relevant EAAB documents on the EAAB internet webpage (<http://www.european-accreditation.org/content/ea/eaab.htm>) and regular update of the EAAB webpage, in particular following each Board meeting.
- Regular update of the EAAB-related news section on the EA internet website (<http://www.european-accreditation.org/content/news/eaab.htm>)
- Regularly include information on EAAB activities in the EA newsletter and all suitable EA communication materials.
- Dissemination within EA and the relevant committees/operational structures of the Board's conclusions & resolutions and of specific advice requested.
- Communication with stakeholders and other interested parties outside the EAAB who wish to learn more about the Board and its activities. Workload related to this task is likely to increase considerably following the entry into force of the new Regulation on accreditation and the role of the stakeholder representation within EA as foreseen therein.

5/ Other

- Carry out all activities relating to the proper control of EAAB documents, including in particular the update, as necessary, of the Board's Terms of Reference, Rules of Procedure, membership list, work programme and actions list, and other documents as may be requested by the Board
- In general, assist and support the EAAB chairman and vice-chairmen in carrying out their respective duties.
- Preparation of data and follow-up of actions if the Board is involved in an arbitration or advice process on disputes related to accreditation and to the development of guidance.
- Carry out all necessary follow-up activities as identified during the yearly management review.

Particular attention is drawn to the importance of the timely preparation and circulation of documents in order to enable the necessary preparatory work within the EAAB stakeholders structures, and the ensuing need for the EAAB secretariat to provide the appropriate resources.

This list of tasks and responsibilities shall be reviewed by the Board on a yearly basis (management review).