

The Accreditation Committee, based on Article 36 of the Statute of Slovenian Accreditation (hereinafter called "the SA Statute", on its 33rd meeting of 1 December 2016, has adopted the following

RULES OF PROCEDURE OF THE ACCREDITATION COMMITTEE

1 THE COMMITTEE'S POWERS

Article 1

These Rules lay down in detail the procedure of setting up the Accreditation Committee (hereinafter called "the Committee"), its work methods, the appointment of its members and the work of sector committees.

The Committee is a professional body of the public institute Slovenian Accreditation (SA) directing SA's professional work.

The Committee shall have the following powers or assignments, in particular:

- adopting appropriate expert interpretations of accreditation requirements and procedures,
- adopting appropriate expert interpretation documents as per the above indent,
- adjusting expert bases and interpretations to foreign practices,
- at the Director's or Board's initiative, giving opinions on technical issues from accreditation system or the performance of accreditation procedures,
- determining the entities that appoint the SA Board members under Article 15 (2) points 2 through 6 of the SA Statute,
- co-ordinating the work of sector committees.

2 THE METHOD OF APPOINTMENT OF THE ACCREDITATION COMMITTEE MEMBERS

Article 2

The Committee shall comprise up to a maximum of sixteen members.

The Committee members shall be appointed at least 2 months before the expiration of the term of office of the current Committee members.

The Committee shall consist of experts from various fields having the appropriate technical knowledge and knowledge of accreditation to be able to direct SA's operation in a professional manner. The Director shall, each time before the expiration of the Committee's term of office, or also during the term of their office – when he finds it to be necessary – analyse who are the interested parties that need to

be represented in the Committee. Doing so, he shall take into account the fields in which accreditations have been granted as well as those in which SA expects activities in the next period of time.

Article 3

The Director shall, 6 months before the expiration of the term of office of the Committee at the latest, invite the relevant associations or institutions that he has identified as being the stakeholders, or directly individuals, to propose their candidates for the Committee members. The Director may also invite the current members of the Committee to confirm their participation in the next term of office, or to propose any relevant new members.

Article 4

The Director shall draw up a candidate list from among the proposed candidates including the grounds and the information which of the interested groups is represented by individual candidate, and forward the list to the SA Board for appointment.

In selecting the candidates, the Director shall take into account their technical knowledge and knowledge of accreditation. Before drawing up the list, he shall obtain each candidate's consent and a CV showing the candidate's expertise.

The composition of the Committee shall be such as to ensure that none of the interests can prevail. The following interest groups shall be represented:

- conformity assessment bodies (normally one representative from each basic field of accreditation, i.e.: testing, calibration, inspection, certification and verification),
- direct and indirect users of CAB services (e.g. industry, national authorities),
- assessors (normally 1 representative),
- standardization (normally 1 representative), and
- internal SA members in compliance with the provisions of the SA Statute.

Article 5

The SA Director in the role of technical manager shall convene the constituent meeting of the Committee as soon as possible, or 60 days after the appointment of the Committee members by the Board, at the latest.

The term of office of all the newly appointed Committee members shall begin on the date of the constituent meeting.

The term of office of the Committee members shall be four years, and they can be re-appointed after the expiration of the term of office.

The constituent meeting shall be chaired by the SA Director.

The Committee chair and his/her deputy shall be elected by the Committee members by vote at the constituent meeting.

Normally, the Committee shall be chaired by a member of the Committee who is not an SA employee. The SA Director cannot be elected as the Committee Chairman.

If, during the term of office of the Committee, a change of membership is needed, this can be done by appointing individual alternate or additional members, who shall be appointed for the time until the

expiration of the term of office of the entire Committee, or by appointing a complete Committee, in which case the Committee shall be re-appointed for the complete term of office.

3 THE RIGHTS AND DUTIES OF THE COMMITTEE CHAIRMAN AND OF THE MEMBERS

Article 6

The powers of the Committee Chairman shall be to:

- convene and chair the Committee meetings,
- draw up the agenda,
- draw up the Committee's resolutions and positions,
- sign the minutes of the Committee meetings, the Committee 's resolutions and other acts of the Committee,
- supervise the implementation of the Committee's resolutions,
- perform other assignments in compliance with the Statute and these Rules.

The rights and duties of the Committee's members are provided, by the Decision on the Establishment of SA, by the Statute, and hereby.

Article 7

A Committee member has the right and duty to attend the Committee meetings, to move matters to be included in the proposal of agenda, to discuss the proposed agenda, to decide on matters on the agenda, and to perform other tasks in compliance with the provisions of the Decision on the Establishment of SA, the SA Statute, and other internal regulations of SA.

The Committee members have the right to ask questions, give initiatives and proposals to the Committee and the Director regarding their work, the work of SA relating to the implementation of the adopted assignments and policy in SA's field of operation, as well as any other issues in the Committee's competence, which shall be included in the proposal of agenda.

A Committee member has the duty to protect the confidentiality of data. The Committee 's Chairman shall decide as to which material should be considered confidential, in compliance with the SA Statute or other internal regulation of SA, and the relevant material also has to be classified as confidential.

4 CONVENING MEETINGS, DRAWING UP THE AGENDA AND PREPARING THE MATERIAL

Article 8

The Committee shall work and make decisions at meetings.

The Committee shall perform its work at regular and correspondence meetings.

The Committee meetings shall be convened by the Committee Chairman, or in the latter's absence, by the Deputy-Chairman, within the powers of the Committee Chairman laid down in these Rules.

The Committee Chairman may, as appropriate, invite other persons to the meeting, if their presence in addressing individual items of the agenda could contribute to a better and more effective work of the Committee. These persons shall only attend those items on the agenda to which they have been invited.

The Committee members shall be bound to attend the Committee meetings. They shall inform the SA Secretariat of and justify their absence normally at least 3 days prior to the meeting. The SA Secretariat shall keep records of unauthorised absence.

Article 9

The invitation to the Committee meeting shall include:

- successive number of the meeting,
- date, time and venue of the meeting,
- motion of agenda,
- specification of the attached material,
- indication of other persons invited to the meeting.

Both the invitation and the material shall be sent by mail.

Article 10

The agenda shall be moved by the Committee Chairman upon proposal of the Board's Chairman or a Committee member.

The Committee shall decide on adoption of the agenda at the beginning of the session.

Article 11

The Committee Chairman shall convene the Committee meetings when necessary, upon the Committee's decision, or upon requisition of other proposers, but at least once a year.

The convening of a Committee meeting may be proposed by any Committee member and by the Board's Chairman. The Committee Chairman shall decide whether or not to convene the meeting within 8 days of the receipt of a written proposal.

Article 12

Each item on the agenda, except a piece of information, shall be accompanied by attached material with the name of the proposer and a proposal of resolution stated. In exceptional cases, and subject to consent by the Committee Chairman, the proposer may submit the material at the meeting itself.

5 THE COMMITTEE MEETINGS

Article 13

Regular meetings shall be held at least once a year, or also more often.

Regular meetings shall be convened in writing in the form of invitation at least 8 days in advance, and the material shall be forwarded at least 5 days ahead of the meeting. Invitations for individual meetings shall be served to all the Committee members and to the Director; and in the case under Article 8,

paragraph 4 hereof, also to any invited persons, in which case the latter need not be sent any material other than that relating to the item on the agenda which they have been invited to attend.

The Committee Chairman may decide to carry out a **correspondence meeting** of the Committee on a particular issue.

The correspondence meeting shall be carried out by sending to the Committee members a brief written explanation of individual issue or item on the agenda, together with a proposal of resolution. The Committee members shall provide their decisions in writing or by e-mail. The proposal of resolution shall not be changed. The wording of the adopted resolution shall be the same as that of the proposed resolution, or else the resolution will not be adopted.

6 CONDUCTING THE COMMITTEE MEETINGS

Article 14

The Committee meetings shall be conducted by the Committee Chairman, or in his absence, by the Deputy-Chairman who, in this case, shall have the powers of the Committee Chairman.

The rules for conducting meetings shall apply to any chair person.

Article 15

The Committee makes a quorum when more than half of its members are present at the meeting, i.e. more than half of the Committee members who are not SA's employees.

Prior to the beginning of each meeting the Committee Chairman shall determine the quorum.

Article 16

When a quorum is present, the Committee Chairman shall put the motion of agenda of the meeting to the vote. Every Committee member may move amendments to the agenda.

Article 17

All Committee members as well as the invited participants are entitled to participate in discussions under single items of the agenda.

As a rule, individual discussion is not limited in time. The Committee Chairman shall have the power to limit the discussion of individual speaker to a reasonable time.

A speaker is only allowed to discuss an issue which is on the agenda, and which is under discussion to which the Committee Chairman has invited the speaker.

Article 18

After the written material has been interpreted and the discussion concluded, the Committee Chairman shall propose a motion of a resolution or resolutions and put it/them to the vote.

Article 19

The Committee Chairman may interrupt discussion under a particular item when he considers that the decisions need an adequate weighing, and shall at the same time specify the date when the meeting should be re-called, or postpone that item of the agenda.

Article 20

The Committee Chairman shall keep order at a meeting. For the proceedings to run smoothly, he may exceptionally, on a temporary basis, interrupt the meeting or make an early conclusion.

7 THE COMMITTEE'S DECISION-MAKING

Article 21

The Committee shall adopt their decisions in the form of resolutions.

Article 22

The Committee shall adopt their decisions by consensus, which means that none of the members attending the meeting have expressed any justified contradiction against an essential part of the proposal. When, following an exhaustive discussion and presentation of pros and cons, consensus cannot be reached, and it is a matter requiring decision, votes shall be cast. The decision shall be adopted when more than two thirds of all the Committee members present have voted in favour, except when electing the Committee Chairman and Deputy Chairman, where the majority of the votes of the members present shall be sufficient.

At a correspondence meeting, a resolution shall be adopted when more than half of the Committee members who are not SA employees have cast their votes, and more than two thirds of all those who cast their votes voted for the resolution.

Article 23

As a rule, the Committee members vote by open ballot. Upon proposal of a Committee member, the Committee may in individual cases decide on secret ballot.

Article 24

The resolutions adopted shall be recorded in the minutes which shall have the same contents as the resolutions adopted at the meeting.

8 MINUTES OF MEETINGS

Article 25

Minutes shall be kept of every Committee meeting, and shall contain:

- successive number of the meeting,
- date of the meeting, starting and concluding times, and information as to any interruption and continuation of the meeting,

- venue of the meeting,
- a list of attendance and absentees,
- a list of other persons invited and the respective items of the agenda in which they participated,
- information about the person chairing the meeting,
- information about quorum,
- the agenda, with indication of any changes adopted thereto,
- indication of the people presenting reports under separate items of the agenda, and of all the speakers,
- indication of written materials serving as the basis for discussion and decision-making under a separate item of the agenda or a separate issue,
- a summary of the contents of discussions,
- indication of the resolutions moved by individual Committee members, and the results of voting on separate motions, should a resolution not have been adopted by consensus,
- the resolutions adopted, or a note to the effect that a certain resolution has not been adopted or that no decision has been made on an issue,
- the statements which the Committee members have explicitly requested to be entered into the minutes,
- signatures of the minute-writer and the Committee Chairman.

Article 26

A signed copy of the minutes of the Committee meeting shall be sent to all the Committee members within 10 days of the meeting at the latest. Other participants of the Committee meeting shall receive printouts of those parts of the minutes which refer to their report or discussion.

Article 27

Every Committee member is entitled to file, within 8 working days of the receipt of the minutes, a written objection, when they find the record of a discussion or a resolution not corresponding to the actual course of events.

The Committee shall decide on the objection at the first subsequent meeting.

The Committee's minutes shall be treated in accordance with the regulations regarding access to the information of public nature.

Article 28

The organisational, clerical and technical jobs required for the smooth operation of the Committee shall be performed by the SA Secretariat; who shall keep originals of the minutes, resolutions, reports and other Committee's documents, as well as the material for their meetings.

9 APPOINTING SECTOR COMMITTEES, SECTOR SUBCOMMITTEES AND WORKING GROUPS

Article 29

A sector committee shall normally consist of 5 to 15 members.

A sector committee shall be composed of experts in the relevant technical field for which the committee has been set up. The decision on setting up a sector committee shall be made by the Committee upon the initiative of one or several of its members. In its decision, the Committee shall also appoint the head of the sector committee, who shall normally be the head of the relevant accreditation sector within SA, who is responsible for the sector committee's field of work.

The sector committee head shall prepare an analysis of the interested parties and invite them to propose their representative(s) in the sector committee. Candidates for members can also be selected from among independent experts in the given technical field, or they can also be proposed by any member of the Committee. The head of the sector committee shall preliminarily obtain the consent of each candidate and a CV showing their proficiency. When selecting candidates, also their expertise and knowledge of accreditation shall be considered. From among the proposed suitable candidates, the leader of the sector committee shall make a list of the candidates for appointment by the Committee. The Committee shall appoint such composition of a sector committee in which no interest group would prevail. The members of a sector committee should normally be appointed for a period of time until the task for which the relevant sector committee was set up, has been fulfilled.

Article 30

The tasks of a sector committee shall be determined by the Committee, or they can be proposed by the sector committee itself. The sector committee shall draw up appropriate interpretation documents or draft resolutions, which it shall serve to the Committee for approval.

Article 31

In order to make their work more efficient, the Committee or a sector committee can appoint working groups or sector subcommittees, which shall consist of up to 10 or more experts, as appropriate. After the given task has been fulfilled, the group shall be dissolved. The working group shall choose a chairman from among themselves. The chairman shall draw up a report of WG's work, or prepare any other material, which he/she shall serve to the sector committee for discussion.

Article 32

Sector committees, working groups and subcommittees shall perform their work in line with the provisions hereof, with the exception of the provisions regarding:

- the Committee Chairman and Deputy-Chairman,
- the obligatory material under each item of the agenda,
- the obligatory serving of written invitations for meetings, and
- the role of the Committee Chairman in convening meetings and drawing up the agenda.

10 DETERMINING THE ENTITIES THAT APPOINT THE SA BOARD MEMBERS

Article 33

The Committee shall determine the entities who appoint the SA Board members under Article 15 (2) points 2 through 6 of the SA Statute, as follows:

- a chamber of commerce, who shall propose one representative of industry or of manufacturers and service providers;
- chamber(s) of commerce, who shall propose three representatives of the conformity assessment bodies;
- a professional association active in the field of accredited conformity assessment bodies;
- a consumer organisation who shall propose a representative of the consumers;
- a NGO in the field of environmental protection, in conjunction with Article 33(2) of the Environmental Protection Act (RS Official Gazette, no. 39/06 – official consolidated text).

Article 34

The SA Secretariat shall publish on SA's website a public call stating the entities that are entitled to appoint members to the SA Board, in which all the interested entities are invited to express their interest in membership in the SA Board within the defined timeframe.

The SA Secretariat shall establish a list of the entities who have expressed their interest in membership in the SA Board, including the following information:

- which of the interested groups is represented by individual entity;
- which of the fields of activity of accredited bodies (i.e., testing, calibration, inspection, certification, verification) is covered by the entity;
- whether the entity has obtained the status of acting in the public interest from the relevant Ministry when the particular entity is active in a field in which the applicable legislation regulating that field allows the entity to acquire the status of acting in the public interest.

The SA Secretariat shall serve the list of interested entities with the above-mentioned information to the Committee.

Article 35

From the list of interested entities submitted by the SA Secretariat, the Committee shall determine the entities that shall appoint the SA Board members, based on the following criteria:

- that the entity from individual interested group covers with its activity as many fields of activity of accredited bodies as possible;
- that the entity has obtained the status of acting in the public interest from the relevant Ministry, when the particular entity is active in a field in which the applicable legislation regulating that field allows the entity to acquire the status of acting in the public interest.

The Committee shall send the list with selected entities to the SA Secretariat. The SA Director shall then notify the selected entities of the decision of the Committee.

Article 36

The Committee shall determine the entities that appoint the SA Board members at least 9 months before the expiration of the term of office of the current SA Board members.

11 TRANSITORY AND FINAL PROVISIONS

Article 37

Without prejudice to previous Article, the Committee shall determine the entities who appoint the members of the SA Board at the first constitutive meeting of the SA Board, in the shortest possible time, or within 30 days of entry into force of these Rules, at the latest.

Article 38

Should a particular Committee procedure not be specified herein, the Committee shall postpone decision-making on the matter, specify the procedure in terms of amendment to these Rules, and then decide on the matter.

Article 39

Any changes and amendments hereto shall be adopted according to the same procedure as the basic document.

A valid document shall be located in i4 (SA Information System). A clean copy shall be published on the SA website, and shall be available on printed format at the SA Head Office.

Individual copies may be controlled in physical form. The recipients or places of storage shall be shown in records on issuance of the document.

Other printouts and copies of the document shall have informative nature and shall not be considered as controlled copies. The validity of these documents should be checked in i4 or on the SA website.

Article 40

These Rules of Procedure shall become effective on the date of their adoption by the Committee.

Done in Ljubljana, on 1 December 2016

Dr. Robert Jerončič,
The Committee Chairman