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# **IECEE OPERATIONAL DOCUMENT**

**IEC System of Conformity Assessment Schemes for Electrotechnical Equipment  
and Components (IECEE System)**

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**Structure, Constitution & Organization**





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# IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE)

## Structure, Constitution & Organization

### FOREWORD

This publication governs the corporate and administrative structure of the IEC system of conformity assessment schemes for electrotechnical equipment and components.

This publication has been prepared and approved by the Certification Management Committee.

Each of the annexes to this publication is normative.

#### Document Owner

CMC WG 10 “Maintenance of the IECEE Rules and Operational Documents”

#### History of changes

Revision date	Brief summary of changes
2017-05-17	The following sub-clauses were updated: 5.1. d) and f), 5.2.4 to 5.2.6, 5.3.1.1, 8.4
2016-06-01	The following sub-clauses were updated mainly due to the change from “Chairman” to “Chair”: 4.1.2 to 4.1.5, 4.1.7, 4.2.4 to 4.2.6, 4.2.9, 5.1.f), 5.3.2.e), 6.2. 6.3, 6.16, 7.2, 7.3, 7.16, 8.1, 8.4, 8.5, 8.15, 10.1, 10.2 The following sub-clauses were deleted: 3.2 to 3.9, 9.2 The following sub-clauses were added: new 9.13
2018-02-08	The following clauses were updated: Clauses 2.3 to 2.5 (addition), 3.1, 3.3, Timeline Table(deletion), 4.2.1, 5.3.1.4, 5.4.1.1, 6.4(deletion. the clause numbers in clause 6 were renumbered due to this deletion. The following clause numbers indicated after renumbered), 6.6, 6.8.1, 6.8.2(addition), 8.20, 9.1.5(addition), 9.1.6(addition), 9.6, 9.14 (deletion), Annex A (addition)
2019-03-07	The following sub-clauses were updated: 4.1.1, 5.1, 5.4.1.1, 5.4.2.1, 6.1, 7.1, 8, 8.1, 8.7, 9.1.1 and the following deleted (with associated clause renumbering): 6.5, 7.6, 8.6, 8.18, 8.21, 9.2 - 9.13 In order to make the IECEE website the system of truth for IECEE Terms of Reference
2019-04-03	The following sub-clause was updated: Clause 5.4.1.3 (revision of WG 25 reference to WG 30)
2019-07-24	As per CMC Decision 14/2019, the ToR of committees have been left in this document.
2020-02-09	The following clauses were updated: 2.1, 5.2, 7.1. note Decision 19/2019 (PSC Membership) and Decision 20/2019 (Delete FSS along with FCS/FSB),

Effective date	Next maintenance due date
2021-01-01	2024-01-01

## 1. Scope

This publication contains the particular Rules of Procedure defining the structure, constitution and organization of the IECEE System.

## 2. Organization

2.1 The organization comprises the following:

- Certification Management Committee (CMC),
- Policy and Strategy Committee (PSC),
- Board of Appeal (BoA),
- Committee of Testing Laboratories (CTL),
- Peer Assessment Committee (PAC),
- Working Groups and Task Forces

2.2 The overall responsibility for the operation of the IECEE is vested in the CMC, which is a Committee of the IEC and operates under the authority of the CAB.

2.3 IECEE Committees except for the CMC may adopt a Co-Chair system instead of a single Chair when the CMC approves it.

2.4 The Chairs, Co-Chairs and Secretaries of Committees reporting to the CMC shall be selected from among persons endorsed by their IECEE Member Body and , nominated and approved according to IECEE 01-S, 9.1.

Officers and IECEE Secretariat staff are allowed to serve as Chairs on an interim basis only, as the need arises, however, a replacement Chair shall be sought on a timely basis.

2.5 IECEE CMC and CTL meetings shall be hosted by the Member Body only; however, the Member Body is allowed to delegate this task if desired. These meetings may also be hosted by the IECEE.

## 3. Certification Management Committee

3.1 The CMC structure, constitution and organization is as stipulated in IEC CA 01 “IEC Conformity Assessment Systems – Basic Rules” and IECEE 01-S “IECEE Supplement to Harmonized Basic Rules IEC CA 01.”

3.2 Notice of the meetings of the CMC shall be circulated by the Secretary of the IECEE at least four months prior to the meeting.

3.3 Unless otherwise specified, documents to be considered by the CMC shall be circulated according to the table in IECEE 01-S Cl. 7.4.

3.4 The CMC may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with the table below.

3.5 If no comments are provided within the two-month comment period, the Minutes shall be considered as being approved and confirmed by the CMC. If comments are provided within the two months comment period, they shall be resolved in due time so as the Minutes be approved and confirmed three months after their distribution.

## 4. Board of Appeal

### 4.1 Responsibilities, Constitution & operation

4.1.1 The Terms of Reference of the Board of Appeal are

- a) to recommend a solution to any dispute referred to it with regard to the application of these basic rules, and
- b) to recommend actions to be taken against NCBs and CBTLs on complaints received regarding potential infringements to the Rules that could compromise the credibility of the IECEE Schemes.
- c) to report to the CMC, for appropriate action, any observations relating to the technical content of the standards accepted for use in the IECEE and their applications, that has become evident when investigating a dispute.

4.1.2 The Board of Appeal shall consist of a Chair and four members with deputies, each of whom shall be associated with an Issuing and Recognizing NCB.

They shall be appointed by the CMC, upon nomination by the Member Bodies of the IECEE.

Their term of office shall be three years, provided that they continue to be associated with an Issuing and Recognizing NCB, and they shall be immediately eligible once for re-appointment for a further period of three years under the same conditions.

If at the conclusion of a second or subsequent term there are no new nominees for the election for these positions, the CMC may by specific resolution decide to appoint the Chair of the Board of Appeal or the members and deputies for a further term of three years in that position.

**4.1.3** The Executive Secretary of the IECEE shall act as the Secretary of the Board of Appeal and shall have no right to vote.

**4.1.4** For considering a case submitted to the Board of Appeal, the Chair and all four members or their deputies shall be present. A case may be dealt with by correspondence, with the agreement of the parties involved.

**4.1.5** Neither the Chair of the Board of Appeal, nor the four members or deputies shall serve in a case in which an NCB of their country is involved. When necessary in such an event, a person associated with an Issuing and Recognizing NCB in a country not involved in the case shall be appointed by the Chair of the IECEE.

**4.1.6** The parties interested shall have the right to be heard by the Board of Appeal.

**4.1.7** Decisions of the Board of Appeal about its recommendations shall be taken by a simple majority of the four members. If the votes are equally divided, the Chair shall decide upon the action to be taken.

**4.1.8** If a recommendation from the Board of Appeal is not followed, either party may submit the case to the CMC for appropriate action.

## **4.2 Procedure**

**4.2.1** An applicant, a Recognizing NCB, an RB, an Issuing and Recognizing NCB or a Member Body of the IECEE shall have the right to submit an appeal to the Board of Appeal.

**4.2.2** When an applicant wishes to appeal against a decision taken by an NCB about a matter with which this applicant is concerned, the applicant shall first appeal according to the appeal procedure of the NCB concerned, when that procedure is applicable.

If the applicant is not satisfied with the outcome of the appeal at national level and the applicant thinks that the decision is against the Rules of the IECEE, or if the national appeal procedure is not applicable, the applicant may submit an appeal in writing to the Secretary of the IECEE within one month after having been informed of the decision, setting out all reasons for the appeal.

**4.2.3** When one of the parties mentioned in 4.2.1 wishes to submit an appeal, it shall do so in writing to the Secretary of the IECEE, within one month after having concluded that it cannot come to an agreement, setting out its reasons in full.

**4.2.4** In order to consider a case, the Board of Appeal should normally meet in conjunction with a meeting of the CMC. The Board of Appeal may however meet at any time, provided the complainant expresses willingness to pay the travelling and living expenses for the Chair, the four members and the Secretary of the Board of Appeal for this meeting. These expenses shall be notified in advance to the complainant and shall have been paid to the account of the IECEE before the meeting can take place.

**4.2.5** When the Board of Appeal meets to consider an appeal as per 4.2.3, the following information shall be available:

a) the appeal;

the text of all correspondence between the parties and with the Secretary of the IECEE

that is essential for the appeal;

Extracts for the documented evidence that have been provided to the Secretary of the IECEE

Note: documented evidence comprises but is not limited to: infringement cases, extracts from the relevant reports on testing, photographs of the equipment or a specimen of it, drawings, circuit diagrams, instruction handbooks, etc., as necessary

Normally, these documents should be circulated at least four weeks before the meeting by the Secretary of the IECEE to the Chair and the four members of the Board of Appeal, and their deputies when they will serve on the case. Copies of all documents shall also be sent to the parties.

**4.2.6** When the parties have agreed that the matter may be dealt with by correspondence, clause 4.2.5 also applies. The complainant shall have expressed its willingness to pay the costs, if any.

The Chair of the Board of Appeal may then propose a solution for consideration by the members of the Board of Appeal. It is the duty of the Secretary of the IECEE to assist the members and the parties. When the decision is taken by correspondence, notes or minutes relevant to the decision shall be written.

**4.2.7** The Board of Appeal shall deal with the case confidentially.

**4.2.8** The parties involved each have the right to call an expert to advise the Board of Appeal on matters relevant to the case.

**4.2.9** During the adjudication of the case, only the Chair, the four members or their deputies and the Secretary of the Board of Appeal shall be present.

**4.2.10** The Board of Appeal shall give its recommendations in writing, within one month after the meeting, to the parties, and, if action with regard to standards is needed, to the General Secretary of the IEC.

**4.2.11** The recommendations of the Board of Appeal shall be presented to the CMC at its next meeting in such a way as to safeguard the anonymity of the parties, when that is desired. When an NCB or a Member Body of the IECEE has not followed a recommendation of the Board of Appeal, the CMC shall decide on appropriate steps to be taken.

## **5. Policy and Strategy Committee**

**5.1** The Terms of Reference of the Policy and Strategy Committee are

Identifying market needs and proposing IECEE market solutions (new programs or services) to meet those needs and to maintain high quality third party conformity assessment principles.

Proposing targets of particular countries and/or services where the participation of a National Organization would facilitate trade in accepting IECEE CB Test Certificates as proof of compliance.

Proposing mechanisms for ensuring that the IECEE Conformity Assessment solutions are recognized as the basis for certification and acceptance in regulated markets worldwide in a timely way.

Developing proposals for new programs and services, as well as the related business plans and carrying out market impact analysis for new and existing programs and services on an ongoing basis.

Providing to the CMC the PSC interpretation of the relevant CAB policies, directions and decisions.

Analyzing proposals from WG 3 “Customers’ Testing Facilities Programme” and other WGs where relevant, and advising the CMC whether the elements of the programmes are meeting the requirements in regulated markets.

Designing a framework or road map for the development of conformity assessment solutions within the IECEE schemes to facilitate market access and relevance – by taking advantage of all conformity assessment programs and services available today as well as those that are being developed.

Providing strategic recommendations to the CMC in the area of standards (IEC and other standards) used for conformity assessment, their acceptance around the world, national differences and regulatory requirements.

Providing to the CMC guidance and direction on matters such as the following:

IEC Masterplan and conformity assessment strategy developed by CAB

Trade and regulatory trends (WTO, TBT, national regulation on safety, health, efficiency, performance, etc.)

Relationships with outside organizations, including accreditation associations, international organizations, and regulatory bodies, as appropriate

New accreditation requirements, e.g. Impact of new ISO/IEC Standards (17065, 17067, 17024, etc.)

Potential new IECEE structures and links (establishing links with the ISO and ITU)

New alliances

### **5.2 Membership**

**5.2.1** PSC Members’ primary role is to represent the best interests of the IECEE

**5.2.2** All PSC members and their alternates (if designated) are nominated by the IECEE Member Bodies that are responsible for managing their national representation to the PSC on an ongoing basis (This will include disseminating IECEE information, providing training, and responding to questions that are of routine nature.) and are approved by CMC. Where no Industry Member from the PSC

Member's country is available, the Member Body of the PSC Member can nominate an Industry Member from another country.

**5.2.3** The Active members should have a good working knowledge and experience with:

- Conformity Assessment and related regulatory requirements
- Matters of policy and strategy.

**5.2.4** PSC membership could include:

- Industry (manufacturers as defined in IECEE Definitions, clause 8) and Conformity Assessment representatives
- Industry associations (including those that represent SMEs, retailers, distributors, and those related to import and export)
- Governmental bodies/regulators that control market access
- Insurers
- Financial institutions
- Standards development organizations, *e.g. IEC, ISO, ITU, etc.*

**5.2.5** Membership levels could be:

- a) Active – “A” – involving direct participation in meetings and discussions
- b) Supportive – “S” – participating by correspondence only, i.e. through the Online Forum, providing input on issues of direct interest

**5.2.6** The PSC Active Membership should:

- Strive for geographic balance, i.e. all major Regions should be represented. Represent 12-15 Member Bodies to cover the most active countries and regions, and to provide an optimum size for efficient operation.
- Provide a balanced stakeholder representation of conformity assessment and industry.

**5.2.7** At a PSC meeting, a PSC Member delegation must consist of one CA and one Industry representative to be fully formed to be able to participate. PSC Members not fully formed may only participate at a meeting as an observer.

**5.2.8** The PSC Supportive Membership will be recruited and accepted based on the following criteria:

- Representing an organization, such as a business (including non-profit organizations), association, or a government department;
- Providing evidence of support of this activity by their organization.

The PSC will also strive to have an optimum balance in its supportive membership.

Note: It is recognized that such a balance represents an “ideal state” and that it may be difficult to achieve in practice.

**5.2.9** Two PSC Co-Chairs are elected from among PSC members, one from industry and one from conformity assessment, on nomination by an IECEE Member Body and appointed by the CMC. The Chair pre-requisites include working experience with the IECEE, the CMC and the PSC.

The Co-Chairs are elected for a period of three years and are immediately eligible once for re-appointment.

The IECEE Executive Secretary acts as the PSC Secretary and provides support to the PSC Co-Chairs.

## **5.3 PSC Meetings**

### **5.3.1 General**

**5.3.1.1** PSC face-to-face meetings should take place (preferably in February, adjacent to IECEE WG meetings), separately from CMC meetings.

PSC may hold additional meetings throughout the year utilizing the latest technologies, including teleconferencing, video-conferencing, web meetings, etc.

– Additional face-to-face meetings, including a meeting during the CMC week, are at the discretion of the PSC Co-Chairs and the PSC membership.

**5.3.1.2** The PSC meeting agenda is prepared by the PSC Co-Chairs and the PSC Secretary, (IECEE Executive Secretary), four weeks in advance of the PSC meeting, based on the issues of interest to the PSC and the matters assigned to the PSC by the CMC.



**5.3.1.3** The draft Minutes of PSC meetings are issued within 2 weeks and the final Minutes are issued not later than 4 weeks after the PSC meeting.

**5.3.1.4** PSC proposals to the CMC are finalized and submitted to the IECEE Secretariat in accordance with IEC CA 01 and IECEE 01-S:

- 8 weeks before CMC – for new proposals
- 3 weeks for routine reports with recommendations

**5.3.2** Meeting participation:

- Co-Chairs and Secretary
- Delegates
- IECEE Officers ex officio
- Chairs of the SMB and specific IEC Technical Committees on invitation of the PSC Co-Chairs
- The IEC General Secretary and CAB Chair may also attend all PSC meetings ex officio

## **5.4 Working Groups**

**5.4.1** PSC WG 1 (“Strategy”) – reports to the PSC from which it obtains its work assignments and related directions.

### **5.4.1.1 PSC WG1 Terms of Reference:**

The Terms of Reference of PSC WG 1 are maintained on the IECEE website by the Secretariat.

### **5.4.1.2 WG1 Membership**

WG1 Convenor is appointed by the PSC Co-Chairs in consultation with the IECEE Officers.

WG1 membership should provide a balanced representation of Industry and Conformity Assessment interests. Members are nominated from among the Member Bodies, and approved by the PSC Co-Chairs and WG1 Convenor.

Members should have the support of their organizations and should be prepared to invest a significant amount of time (under the Convenor’s responsibility).

### **5.4.1.3 Operation**

WG1 works throughout the year by correspondence, electronic meetings and face-to-face meetings, as appropriate;

Liases on an ongoing basis with IECEE WG3, WG8, and WG30, preferably by having some of its members participating in these WGs and reporting on their progress;

Submits reports to PSC, as assigned in terms of scope and timing.

**5.4.2** Program-Specific Working Groups – report to the PSC from which they obtain their work assignments and related directions

### **5.4.2.1 Terms for Reference for New Program WGs**

The following elements should be considered when developing Terms of Reference for new PSC WGs. Once approved, PSC WG Terms of Reference are maintained on the IECEE website by the Secretariat.

- As assigned by the PSC, developing a new program concept for PSC approval.
- Preparing market surveys, related to proposed new programs or services – to confirm value to stakeholders, market demand and market acceptance.
- Analyzing market survey results.
- Carrying out market analysis.
- Preparing new business proposals and related business plans for the PSC.
- Other duties and tasks that may be program-specific.

### **5.4.2.2 New Program WG Membership**

WG Convenor is appointed by the PSC Co-Chairs in consultation with the IECEE Officers.

Members are nominated by or with support of the Member Body of the nominee, and approved by the PSC Co-Chairs and WG Convenor.

Members should have the support of their organizations and should be prepared to invest a significant amount of time (under the Convenor’s responsibility).

### 5.4.2.3 Operation

Program WG works throughout the year by correspondence, electronic meetings and face-to-face meetings, as appropriate.

WG submits reports to PSC, as assigned in terms of scope and timing. WG convenors are expected to attend the PSC meetings as needed.

## 6. Committee of Testing Laboratories

**6.1** The aim of the Committee of Testing Laboratories (CTL) shall be to achieve reproducibility of test results and to promote a close collaboration between testing laboratories.

**6.2** The Chair and the Secretary of the CTL are appointed by the CMC on nomination by the CTL; however, if more than one nomination is received by the CTL, the CMC will proceed with a secret vote, to take place during the plenary meeting of the CMC.

**6.3** The term of office of the Chair and the Secretary of the CTL is three years. They are eligible for re-appointment in the same office for one further period of three years.

If at the conclusion of a second or subsequent term there are no new nominees for the election to the position of Chair and/or Secretary, the CTL may by specific resolution, outlining the circumstances, propose to the CMC that the incumbent Chair and/or Secretary be appointed to a further term of three years in that position.

**6.4** Participants in meetings of the CTL shall be appointed by the NCBs and shall be experts from testing laboratories and, if appropriate, other experts.

**6.5** The task of the CTL is to

- handle questions of practice related to the test specifications and test methods detailed in the standards accepted for use in the IECEE,
- detail the way in which the tests related to the IECEE have to be carried out so as to achieve the necessary reproducibility of test results,
- harmonize the design and use of the test equipment if referred to in standards and to make recommendations to the relevant technical committee or subcommittee of the IEC for improvements of those standards,
- develop and maintain lists of testing equipment
- Establish test equipment requirements for standards used for the IECEE
- manage and support Proficiency Testing Programmes as appropriate
- organize workshops pertaining to the CTL activities and technical issues
- provide testing laboratories with a forum in which practical testing problems can be demonstrated and discussed,
- carry out other technical work as directed by the CMC
- assign standards to a product category in accordance to set criteria.

**6.6** The CTL may establish Working Groups with specific assignments or Expert Task Forces with clearly defined terms of reference, to advise on matters related to the specific product categories to enhance the effectiveness and efficiency of the CTL operation.

The duties of the Working Groups and Expert Task Forces shall be carried out under the responsibility of the CTL.

**6.7** The CTL shall meet at least once a year, preferably in a place where a testing laboratory accepted in the IECEE is situated. It is essential that CBTLs be represented at these meetings.

**6.8** The names of the participants appointed in accordance with clause 6.5 shall be communicated in writing to the host Member Body and to the Secretary of the CTL in due time before each meeting.

**6.8.1** Except as specified in clause 6.8.2, the number of participants of a country simultaneously present at a meeting shall not exceed either the total number of NCBs of the country or three, whichever the bigger.

**6.8.2** In case that an NCB would like to nominate participants beyond their quota the acceptance of such candidates will be based on availability of seats with the first come first serve policy.

**6.9** If the CTL decides that it is essential to revise a test specification of a standard, a proposal detailing the changes shall be submitted, via the Executive Secretary of the IECEE, to the relevant

technical committee or subcommittee of the IEC or to the relevant IEC advisory committee, as appropriate.

**6.10** As soon as possible after a meeting, the Secretary of the CTL shall prepare and send to the Executive Secretary of the IECEE a report for consideration by the CMC covering

- the results of the meeting,
- proposals being submitted to technical committees and subcommittees of the IEC and to the relevant advisory committee, and
- proposals submitted to the CMC for discussion.

**6.11** Minutes of meetings of the CTL shall be sent by its Secretary to all meeting participants, as well as to the Executive Secretary of the IECEE, within one month of the meeting. They shall embody all conclusions of the relevant meeting, together with a brief account of the discussions.

The Executive Secretary of the IECEE shall circulate the confirmed Minutes to all Member Bodies, for information.

**6.12** Unless otherwise specified, documents to be considered by the CTL shall be circulated at least a specific period before the relevant meeting as indicated below.

**6.13** The CTL may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with 6.13

**6.14** If no comments are provided within the two-months comment period, the Minutes shall be considered as being approved and confirmed by the CTL. If comments are provided within the two months comment period, they shall be resolved in due time so as the Minutes be approved and confirmed three months after their distribution.

**6.15** The Chair and the Secretary of the CTL may attend all meetings within the IECEE, ex officio, without vote in that capacity.

<b>Circulated by the Secretary of the CTL</b>	<b>Circulated by the Member Bodies to the CTL Secretariat</b>	<b>Timeline</b>	<b>Timeline</b>
draft agendas		three months prior to the CTL meeting	- 12 weeks
	proposals to be considered at the CTL meeting	eight weeks prior to the CTL meeting	- 8 weeks
final agendas		six weeks prior to the CTL meeting	- 6 weeks
meeting documents		six weeks prior to the CTL meeting	- 6 weeks
	other documents, including comments on documents to be considered at the meeting	three weeks prior to the CTL meeting	- 3 weeks
		Meeting	Week 0
unconfirmed Minutes and List of Decisions		one month after the CTL meeting	+ 4 weeks
	comments on the CTL Minutes	within two months of their circulation	+ 12 weeks
confirmed Minutes and List of Decisions No comments		three months after the CTL meeting	+ 12 weeks

<b>Circulated by the Secretary of the CTL</b>	<b>Circulated by the Member Bodies to the CTL Secretariat</b>	<b>Timeline</b>	<b>Timeline</b>
confirmed Minutes and List of Decisions With comments		three months after the circulation of the unconfirmed Minutes and List of Decisions	+ 16 weeks

## 7. VOID

## 8. Peer Assessment Committee (PAC)

**8.1** The PAC acts as an advisory committee to give support to the IECEE Secretariat and to make recommendations to the CMC.

**8.2** The PAC Chair is elected from among PAC members, on nomination by his/her IECEE Member Body and is appointed by the CMC. The Chair pre-requisites include working experience with the IECEE, the CMC and the PAC.

The PAC Chair's term is for a period of three years and the Chair is immediately eligible once for re-appointment, for a further period of three years. Further re-appointments for three years are permitted, but only if there are no other nominations.

The Chair of PAC is expected to be neutral, in the event of a conflict of interest, the Executive Secretary will act as PAC Chair.

**8.3** Eligible Members of the PAC shall be permanent employees of an IECEE Members' NCB/CBTL, be experienced IECEE Lead Assessors in good standing and be willing to contribute on an active basis, including attendance at all PAC meetings

**8.4** The Members of the PAC are appointed for a period of three years by the CMC, on nomination by the Member Bodies. They are immediately eligible once for re-appointment to the same office, for a further period of three years. After completion of two terms, if no replacement is made, a member's assignment may be extended by one year at a time with a renewed endorsement by the Member Body and approval by the CMC. Such members may be replaced the following year by a new PAC nominee, in accordance with IECEE Rules.

At every appointment by the CMC the maximum number of changes allowed shall not exceed three (3) in order to keep the necessary expertise, experience and continuity.

**8.5** Upon invitation by the Chair of the PAC, on a case-by-case basis depending on the topics that the PAC is requested to discuss, further invitations may be extended to allow the participation of Experts/Advisors as necessary.

Observers not being Experts/Advisors above are not allowed to participate.

**8.6** Upon invitation by the Chair of the PAC, immediately Past Members of the PAC are entitled to attend the PAC meetings one more year to impart skill and knowledge to new appointed Members.

**8.7** The task of the PAC is to:

To monitor the Peer Assessment Program

To determine common understanding of ISO/IEC 17065 and ISO/IEC 17025

To advise on the Assessment Reports of candidate NCBs and CBTLs and make recommendations to the CMC

To support and contribute as lecturers at the IECEE Lead and Technical Assessor training courses

**8.8** The PAC may establish Working Groups with clearly defined terms of reference, to advise on matters related to the Peer Assessment Programme and correlated activities to enhance the effectiveness and efficiency of the PAC operations. Once approved, PAC WG Terms of Reference are maintained on the IECEE website by the Secretariat.

The duties of the Working Groups shall be carried out under the responsibility of the PAC.

**8.9** The PAC shall meet at least once a year.

**8.10** If the PAC decides that it is essential to revise specification related to Peer Assessment activities, a proposal detailing the changes shall be submitted to the CMC for approval.

**8.11** As soon as possible after a meeting, the Executive Secretary of the IECEE shall prepare and send a report for consideration by the CMC covering:

- a) the results of the meeting,
- b) proposals submitted to the CMC for approval

**8.12** Minutes of meetings of the PAC shall be sent by the Executive Secretary of the IECEE to all meeting participants, within one month of the meeting. They shall embody all conclusions of the relevant meeting, together with a brief account of the discussions and items for approval.

**8.13** Unless otherwise specified, documents to be considered by the PAC shall be circulated at least a specific period before the relevant meeting as indicated below.

**8.14** The PAC may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with 8.12.

**8.15** If no comments are provided within the one month comment period, the Minutes shall be considered as being approved and confirmed by the PAC. If comments are provided within the one month comment period, they shall be resolved in due time so as the Minutes be approved and confirmed two months after their distribution.

Circulated by the Executive Secretary of the IECEE	Circulated by the Member Bodies to the IECEE Secretariat	Timeline	Timeline
draft agendas		one month prior to the PAC meeting	- 4 weeks
	proposals to be considered at the PAC meeting	two weeks prior to the PAC meeting	- 2 weeks
final agendas		two weeks prior to the PAC meeting	- 2 weeks
meeting documents		two weeks prior to the PAC meeting	- 2 weeks
		Meeting	Week 0
unconfirmed Minutes and List of Decisions		one month after the PAC meeting	+ 4 weeks
	comments on the PAC Minutes	within one month of their circulation	+ 8 weeks
confirmed Minutes and List of Decisions with or without comments		two months after the PAC meeting	+ 8 weeks

**8.16** The PAC is composed of 12 experts, PAC Chair and the IECEE Executive Secretary.

**8.17** The PAC shall meet face-to-face once a year, requests for additional meetings will be considered as needed. PAC meetings can only take place if at least three quarters of the members can attend. Should a PAC member miss two consecutive meetings in a row their membership will have to be re-considered.

**8.18** In between the meetings, the PAC members may be requested to legislate (pending approval by the CMC) on matters arising and provide, on a mandatory basis, their advice.

**8.19** Trust, integrity, impartiality, confidentiality and discretion are essential to be entrusted as member of the PAC.

**8.20** The PAC members are required to sign a confidentiality and commitment agreement to keep all information gathered during the meeting strictly confidential and further commit not to disclose this information or any part of it, to any third party unless prior written authorization has been received from the IECEE Executive Secretary. The format of the confidentiality and commitment agreement are shown in ANNEX A of this document.

This commitment remains valid “*sine die*” even if the members leave the employing Organization.

**8.21** The PAC terms of reference are as follows:

- To advise on issues related to ISO/IEC 17025 and ISO/IEC 17065
- To agree on common understanding of issues related to Peer Assessment and make recommendations to the CMC to publish Decision Sheets
- To advise on common understanding of Operational Documents related to the IECEE Peer Assessment Program and their revision
- To advise on issues related to cooperation with Regional and International Organizations operating Peer Assessment Programs. (i.e. ILAC, IAF)
- To support the IECEE Secretariat in reviewing the assessment reports and other relevant information and confirm whether:
  - a) the assessment has been conducted in a consistent and competent manner
  - b) the information is reliable and sufficient with respect to determining the conformity of the NCB/CBTL with the IECEE Rules, Rules of Procedures and Operational Documents
  - c) all non-conformities have been satisfactorily addressed
- To advise on any other issue as assigned by the CMC

## **9. Working Groups and Task Forces**

### **9.1 Responsibilities**

**9.1.1** The CMC may establish working groups with clearly defined terms of reference, maintained on the IECEE website by the Secretariat, to advise it on matters related to the management of the IECEE or to enhance the efficiency of its operation.

**9.1.2** The duties of the IECEE working groups shall be carried out under the responsibility of the Executive Secretary of the IECEE.

**9.1.3** All WGs are required to report to the CMC on all items that have been assigned to them including the status of completion.

**9.1.4** Working group responsibilities for operational documents are specified in another document.

**9.1.5** The Convenors of Working Groups or Task Forces shall be selected from among persons endorsed by their IECEE Member Body and approved according to IECEE 01-S, 7.101 b).

Officers and IECEE Secretariat staff are allowed to serve as Convenor on an interim basis only, as the need arises, however, a replacement Convenor shall be sought on a timely basis.

**9.1.6** Co-Convenors or Vice-Convenors may be appointed for CMC Working Groups or Task Forces instead of a single Convenor when approved according to IECEE 01-S, 7.101 b).

## **10. Special Guests and Observers**

### **10.1 Behaviour**

Special Guests and Observers accepted to attend the CMC meetings are invited by the IECEE Chairman and/or the Executive Secretary in order to bring specific advice on determined subject and act as experts.

Special Guests and Observers accepted to attend the CTL, FIC, PAC and PSC meetings are invited by the relevant Chair in order to bring specific advice on determined subject and act as experts.

Special Guests and Observers accepted to attend the IECEE WGs meetings are invited by the relevant Convenor and the Executive Secretary in order to bring specific advice on determined subject and act as experts.

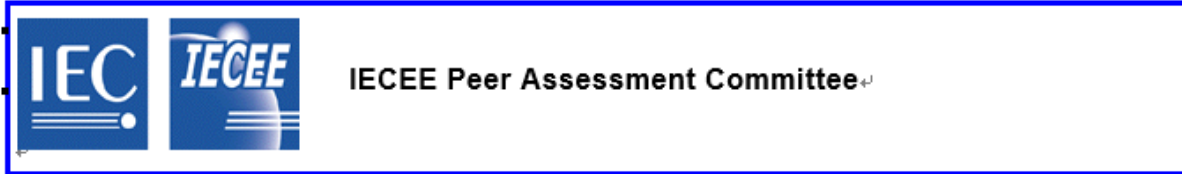
The Special Guests and Observers who have been accepted to attend the above mentioned meetings shall behave in such a way that their presence do not unbalance the constitution of the meeting(s).

The Special Guests and Observers should avoid to expressing comments on issues for which their advice is not requested.

When requested to advice, their opinion shall not be predominant so as to favour one or the other way of thinking expressed by the members.

## **10.2 Confidentiality**

Special Guests and Observers shall be reminded by the Chair or Convenor of the meeting of the confidential nature of the meeting and they shall be required to confirm their understanding of the confidentiality.

**Annex A: A confidentiality and commitment agreement for PAC Members:****Member's Commitment**

*In my capacity as appointed Member of the IECEE Peer Assessment Committee - PAC, Ex-Officio Officer or invited Guest, I hereby agree as follows:*

- *to act with Integrity and Impartiality in the performance of my duties as a member of the PAC;*
- *to respect the confidential nature of any and all information which is identified as being "confidential" and which I may access & gather as a Member of the Peer Assessment Committee or participant in PAC discussions;*
- *to adhere to this commitment "sine die" even if I leave the company/organization within which I am presently employed;*
- *to immediately report any situation or conflict that may compromise integrity or impartiality*

PAC Member (name, signature & date)

NCB Endorsement (name, signature & date)



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