Draft list of actions and decisions endorsed in Tallinn

Item 5.1: Document approval

5.1.1 EA-2/14 Procedure for regional ILCs in support of the EA MLA
The General Assembly ratifies the result of the electronic ballot which endorsed EA-2/14.

5.1.2 MoU with LNCSM (Libyan National Centre of Standardisation and Metrology)
The General Assembly endorses the proposed MoU. The MoU between EA and LNCSM was signed in Tallinn on May 28 2008.

5.1.3 Cooperation Agreement with GFSI (Global Food Safety Initiative)
The General Assembly endorses the proposed cooperation agreement. The agreement between EA and GFSI was signed in Tallinn on May 28 2008.

Item 5.2: EA criteria for accreditation of flexible scopes

The General Assembly confirms that the proposed document will remain the top level EA policy and recognises the need for developing more detailed technical supplements to be taken on board by the technical Committees as a next step.
The General Assembly agrees that the Secretariat should proceed with the electronic ballot for voting on the current draft of EA-2/15 "EA requirements for the accreditation of flexible scopes".
For the ballot, the final draft will be circulated both in a clean and track change version with the template presenting comments and responses to the comments.

Item 6.1: EA Development Plan for the years 2007-2013

6.1.1 Final proposals for the implementation

Project Team 1

Members are invited to send comments and proposals for the terms of reference and scope of the proposed Harmonisation Committee within two weeks, to be considered in a revised proposal to be submitted to the General Assembly for final approval in November 2008.
Action Members   Deadline : June 15 2008

The General Assembly agrees to change the name of the Multilateral Agreement Committee into MLA Council. The abbreviation MAC will continue to be used to refer to the MLA Council.

The General Assembly agrees (with one abstention) to modify the composition of the Executive Committee by introducing the possibility to elect a maximum of 4 additional members in addition to the Chair, Vice Chair, Secretary, MAC Chair, CPC Chair and chairs of technical committees, including the future Harmonization Committee.

The proposals tabled for discussions at the General Assembly in Tallinn will be revisited in future, in the frame of the overall review of EA organization and structure.

Project Team 2

In general, the Assembly endorses Project Team 2 report and the recommendations therein. In particular:

- The General Assembly endorses the proposal for revised terms of reference of the CPC according to the following:

  - *P1: In the ToR of the CPC change the line i) as to read "to manage, promote and develop the use of the EA Intranet for exchanging documents and information among members to facilitate the increased need for exchange of notes in the technical field".*
  - *P2: In the ToR of the CPC insert a new line l)" to prepare benchmarking activities and arrange exchange of experience with the support of other committees where necessary".*

- The General Assembly confirms that the Secretariat team should be extended to reach three full time persons in Paris as soon as possible and, anyhow, before the end of 2008, and mandates the EX to implement the decision.

Action Executive

In relation to the implementation of the proposals from both Project Teams 1 and 2, the General Assembly decides to set up a TFG in charge of revising the Articles and Rules of Procedures of EA. The Chair offered to lead the work. A draft proposal for the revision of the Articles and RoP will be submitted to the GA in November 2008.

Action Chair

Project Team 3

The General Assembly decides that the fee schedule for 2009 will be based upon the UN coefficient of the AB's economy and its MLA signatory status only. The criteria for calculation of the fees may be revisited in future.

It was also agreed that the 3 reports presented to the GA by the Project Teams leaders will be distributed to the EAAB, together with the introductory paper prepared by the Chair and the EAAB report to the GA.

Action Secretariat

Item 6.1.2 Draft policy for relations with ABs of countries not members of or official candidates to the EU or EFTA

Upon proposal of the Vice-Chair, the General Assembly agrees that the current draft should be submitted for final analysis by the European Commission before proceeding with circulation for voting.

Item 6.1.3 EA draft policy for relations with stakeholders

The Chair invites comments from the GA members, on the proposed draft, within 3 weeks. Comments to be returned to **Lorenzo.thione@european-accreditation.org**

Action Members   **Deadline: June 20 2008**

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Item 6.2: EA Development Project

6.2.1 Sub-project 2

Proposal 1

- *It should be analyzed if each EA AB member:*

  A. *Is prepared to take responsibility for at least one directive and that EA during a voluntary process is able to distribute responsibility for all New Approach directives among its members;*
  B. *Will appoint a staff member as the* **EA contact person** *for each directive the accreditation body is performing assessment of notified bodies. The EA contact person shall take part in the EA technical work for the specific directive.*
- *When the network among accreditation bodies have been established, a working plan for each directive shall be discussed and agreed by the members of the network.*

Proposal 2

- *Technical issues related to the assessment of notified bodies should be dealt with by the existing EA committee structure or by Working Groups established on an ad hoc basis by the EA committees.*

Proposal 3:

- *EA shall as part of the EA intranet establish a database containing relevant information on requirements notified bodies shall meet. The database shall be structured to allow for specific sub-sections for each directive.*

- *Further, a communication system on the EA intranet shall be established to facilitate electronic discussion among accreditation bodies and contain a section for storing of frequently asked questions.*

- *For each directive it should be considered how the national authorities are informed and involved in work at European level.*

The General Assembly decides to proceed as recommended in the above proposals under responsibility of the Executive Committee.
Action EX

6.2.4 Sub-project 4

The General Assembly, having received with interest the report from sub-project group 4, decides that the recommendations submitted in the report should be implemented in the frame of the ongoing finalization of the Guidelines for Cooperation and setting up of the Partnership Agreement, as well as other initiatives being undertaken by the European Commission such as the establishment of the inter-service accreditation steering committee and the consideration of actions to be taken in the case of withdrawal of an EA AB from the MLA.
Action EX

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Item 6.3.1 Regulation and decision: issues requiring actions from EA

There is consensus on the proposed approach to consider the draft Regulation on an Article-by-Article basis to identify what specific issues EA needs to address.
EA members are invited to raise any specific concerns to the Secretariat for consideration and action by a TFG that has been formed within the EX.
Action members   **Deadline: June 20 2008**

Item 6.3.2 Draft guidelines for the cooperation with EA, the EC, EFTA and competent national authorities

The Chair reminds the General Assembly that the position paper tabled for the meeting incorporates all of the comments received.
The objective of the EX being to finalise the position paper in due time before it is submitted officially to the EC and SOGS, the GA members are invited to submit any additional comments to the Secretariat within 3 weeks.
Action Members   **Deadline : June 20 2008**

Item 6.4: EA's initiatives to improve the value and credibility of accredited management system certification

The General Assembly agrees that the matter should be investigated by the CC (in form of a new work item, see below).
Action CC Chair

Item 7.1: EA Accounts 2007

The General Assembly notes with appreciation the positive closure of the 2007 accounts and confirms that they will be considered at the next November meeting after receipt of the report of the FOC and of the Financial Auditor.

Item 7.2: EA revised budget 2008

The General Assembly agrees on the revised budget, after the Chair clarified that possible deviations will be limited to the minor additional costs corresponding to the increase of the Secretariat staff in Paris from 2.5 to 3 full time persons for the second semester of 2008 (or part of it).

Item 8.1: Progress towards the establishment of a unified front of the worldwide accreditation

The ILAC and IAF Chairs join the General Assembly in welcoming the EA initiative and progress and request that the position paper prepared by the EA TF be sent to the ILAC and IAF Secretariat as soon as possible so that the paper can be tabled in due time before the next meeting of the ILAC and IAF Executive Committees planned to take place at the beginning of July, 2008.
Action EA Chair on behalf of the EA TF, immediate

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Item 10.2: Report from the Chair of the MAC

The General Assembly endorses the proposed new work item related to the revision of EA-2/13 "EA Cross Frontier policy for cooperation between members" in view of its alignment to the Regulation.
Action MAC

The General Assembly endorses the recommendation by MAC to merge the two Accreditation Activities, QMS and EMS certification into one named "Certification of Management Systems".
The General Assembly also agrees that the related accreditation certificates should continue to mention clearly the appropriate type of management system and corresponding standard.

Item 10.4: Report from the Chair of the Laboratory Committee

The General Assembly endorses the following resolution:

"The General Assembly resolves that, after October 31 2009, an accreditation body, when accrediting a testing laboratory in the field of stack emission, shall use ISO/IEC 17025 together with CEN/TS 15675:2007 Air quality – Measurement of stationary source emissions."

Item 10.6: Report from the Chair of the Certification Committee

The General Assembly agrees to the proposal of the CC to start a new work item to investigate how to apply ISO 28003 for the accreditation of bodies operating supply chain management certification.

In response to a question, it is confirmed that one of the main objectives of the work related to guidance on the application of ISO TS 22003 for certification bodies operating certification of food safety management systems is to define clusters grouping food sectors to support organisation of witnessing of CB activity in a harmonized way.
The General Assembly also confirmed that EA would continue to input actively the related IAF TFG work.

The General Assembly confirms that the CC should start a new work item, on the issue of improving the value and credibility of accredited ISO 9001 certification, with a view to develop a policy and strategy and propose possible measures to be undertaken. The work will start after the outcome of the next IAF Technical Committee meeting is available.
Action CC

Item 15: Next meetings of the General Assembly

Dates and places for the 2008 and 2009 meetings are confirmed as:

- 18-19 November 2008, Estoril, Portugal
- 27-28 May 2009, Luxemburg
- 25-26 November 2009, Belgium (place to be confirmed)

The 2010 Spring meeting will take place in Bern (CH). An invitation from Germany to hold the 2011 Spring meeting in Berlin is received with appreciation.
The Chair asks for submission of invitations for the 2010 Autumn meeting.

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