

**TITLE REGULATION FOR THE PROCEDURES OF THE
STEERING AND GUARANTEE COMMITTEE**

REFERENCE RG-05

REVISION 05

DATE 15-12-2021

NOTE *The present document represents the English version of the document under reference at the specified revision. In case of conflict, the Italian version will prevail. To identify the revised parts reference must be made to the Italian version only*

**PREPARATION
THE GENERAL DIRECTOR**

**APPROVAL
THE DIRECTIVE COUNCIL**

**AUTHORIZATION
THE PRESIDENT**

**APPLICATION DATE
16-12-2021**

FOREWORD

This Regulation was drawn up for the application of Article 19 of the Statute and Article 14 of the General Regulation for the application of the ACCREDIA Statute for the purpose of defining the functioning of ACCREDIA's Steering and Guarantee Committee (CIG), in compliance with the statutory norms and regulations, and, more generally, to establish aims and criteria for the effective organisation and good conduct of the Committee's work.

This Regulation can be modified at any given moment, if proposed by the Steering and Guarantee Committee and duly approved by the ACCREDIA Directive Council.

In this document the numbering of the articles corresponds to the numbering of the Articles in this Regulation and the Articles of the Statute and of the General Regulation for the application of the ACCREDIA Statute.

ARTICLE 1 – COMPOSITION OF THE COMMITTEE

(Article 19 of the Statute and Article 14 of the General Regulation)

The members of the Steering and Guarantee Committee are nominated by the ACCREDIA Members in their capacity as holders of interest in accreditation activities. They may be signalled by other interested parties, also non-members.

Every ACCREDIA Member has the right to have a representative in the Steering and Guarantee Committee, making sure that they comply with the requirements of technical competence and knowledge of the reference standard applicable to an Accreditation Body (ISO/IEC 17011), as well as the assessment procedures of accreditation itself. Also, other entities/persons with interests in accreditation may request to nominate their representatives for the Committee. However such requests coming from non-Members of ACCREDIA, shall be presented with justifications and signed by the legal representative of the party making the request, and they are evaluated by the Directive Council, taking particular care over strength of such justifications and of the role of the applicant party in question.

The members of the Committee proposed by persons/entities who are not ACCREDIA Members have the role of observers and do not have voting rights.

The composition of the Committee must be such as to ensure balanced representation of the interests of the various constituent members, as well as the contribution and synergistic integration of the knowledge, experience and skills required in the field of accreditations and conformity assessment activities in general; in particular, in art. 5 of the Articles of Association, the Members are classified into four categories:

- Public Administrations, Public and Research Bodies;
- Organizations representing producers of goods and services and executors of works;
- Associations of accredited CABs;
- National Standardization Bodies, Consumer and User Associations, for the protection of risks and the environment; public utility service providers; other parties interested in ACCREDIA's activities.

The mandate for Members of the Steering and Guarantee Committee is three years and they can be reappointed.

A member nominated during the course of the three-year period terminates membership at the same time as the others. The President of ACCREDIA deals with replacements and withdrawals upon indication on the part of the member nominators.

Incompatibility

The position of member of the Steering and Guarantee Committee is incompatible with the following positions:

- internal ACCREDIA personnel;
- all providers of services to ACCREDIA of any kind, including assessors;
- members of the Directive Council, of the Accreditation Committee or of ACCREDIA'S Sector Accreditation Committees or Sub-Committees.

The Steering and Guarantee Committee members shall mandatorily accept the nomination, sign Code of Ethics and Conduct, declare that they have not been convicted of any breaches concerning the Antimafia Code, the Antibribery Code, the Code for public tenders, the Environment Code or any sanctions for investigations by independent authorities (AGCM, AGCOM, ANAC or other similar authorities).

In case of persistent non-compliance, the forfeiture is decided by the Directive Council. The member in question may designate a different member.

ARTICLE 2 – ELECTION OF THE PRESIDENT

(Article 19 of the Statute and Article 14 of the General Regulation)

Every member may propose a candidate to become President of the Steering and Guarantee Committee a representative or other person nominated by another member. Candidatures shall be submitted not later than 5 work days before the relevant meeting, and are communicated, as soon as they arrive, to the members of the Committee by the General Director.

The mandate of the President of the Steering and Guarantee Committee coincides with that of the Committee that elects him. The President can be re-elected no more than twice consecutively.

Voting is by secret ballot, except if there is only one candidate in which case it is done by show of hands. If there is more than one candidate, the president of the meeting distributes the forms completed beforehand with the names of the candidates, in paper format, in the case of an in presence meeting, or using an electronic platform, in the case of a remote or mixed-mode meeting. Each member may vote for only one candidate and delegation is not permitted. Null or empty voting forms are not considered valid.

For the voting process, in order to attain broad agreement, at the first meeting, which requires a quorum of half plus one of participants with voting rights, a two-thirds majority of valid votes is necessary. If no candidate emerges in accordance with this procedure, a second vote takes place between the two candidates who have received the highest number of votes, and if a two-thirds majority still is not reached the General Director reconvenes the Committee.

The second meeting takes place after at least two weeks and not more than four, during which period it is possible to present, as per the process described above, new candidates. Also at this meeting a two-thirds majority is necessary and if the vote does not produce the required result, a ballot is held immediately between the two candidates who have received the highest number of votes and the winning candidate is elected. In cases of parity the younger candidate is elected.

ARTICLE 3 – CONVENING AND CONDUCT OF COMMITTEE MEETINGS

(Article 19 of the Statute and Article 14 of the General Regulation)

The meetings of the Steering and Guarantee Committee take place on a periodical basis – normally four meetings per year – on the basis of an annual schedule prepared by the Committee during the final meeting of the previous calendar year.

The meetings of the Steering and Guarantee Committee can be held in person, by videoconference or in mixed mode. In the latter two cases, attendance checks are carried out by means of a video camera, or in any other way permitted by law.

The meetings of the Steering and Guarantee Committee are convened by the Committee President. The notice of meeting must specify the date, time, place of the meeting, or the connection platform if it will be held via videoconference, and the Agenda (OdG). Each member can propose topics to the president of the Committee who, in the event of non-acceptance, communicates the related reasons to the Committee. Once the call notice has been sent, the agenda can be modified, but only with the unanimous consent of the majority of the members of each of the four categories of participants in the meeting.

The order of the day lists all the topics for deliberation, as well as other topics which the Steering and Guarantee Committee must discuss or evaluate in accordance with its competences in accordance with the requirements of the Statute and regulations. The order of the day may also include communications to the members by the ACCREDIA or Committee President. A typical order of the day is as follows:

1. approval of the order of the day;
2. approval of the minutes of the previous meeting;
3. communications from the President;
4. topics for discussion in individual meetings;
5. update of technical documents resulting from accreditation activities;
6. information regarding the developments in standardization which regard accreditation;
7. information regarding the activities of the Sector Accreditation Committees;
8. other business, including confirmation of the dates of the future meetings.

Usually, at least calendar 7 days before the meeting, the support documentation is published by the ACCREDIA secretariat in a reserved area of the ACCREDIA intranet, for review by the Committee members.

The Steering and Guarantee Committee meetings are chaired by the President of the Committee. If the President is absent or unavailable, the meeting is chaired by a member who is nominated for such meeting by the Committee itself.

Members of the Committee must, normally, be present at Committee meetings – both full members and observer members.

Persons considered as “observer members” are those who attend meetings occasionally, substituting full members, or those representing members, as well as persons who have been nominated by the Directive Council following nomination by interested parties which are not associated to ACCREDIA.

Observer members do not have voting rights and do not receive expense or attendance fees, whatever form their participation takes, whether it is substitution, proxy or nomination on the part of non-members and they cannot take part in Working Groups. The members of the Committee who take part in Working Groups have the right to receive expense payments but not the attendance fee.

Those attending Steering and Guarantee Committee meetings, without voting rights, are as follows: the President of ACCREDIA in his capacity as highest authority of the Accreditation Body in order to improve his awareness and knowledge of the work undertaken by the Committee, the General Director of ACCREDIA, in his capacity as Secretary, having the responsibility (unless delegated to prepare the draft of the minutes of the meeting), and the President of the Accreditation Committee in his capacity as corporate link between the two bodies. The Vice-Presidents and Directors of Departments and the Quality System Manager are also invited.

At the start of the meeting the Secretary shall ensure the existence of a quorum, recording the presence of each member, in accordance with the classification in the four categories in accordance with article 5 of the Statute.

Meetings of the Steering and Guarantee Committee are considered valid with the presence of at least one third of existing Members.

Concerning decisions taken by the Steering and Guarantee Committee, equilibrium between the interested parties is guaranteed, whereby no party predominates.

In every voting procedure referable to the following points:

- decisions regarding policies and suggestions of a general type in both the technical and management areas for the improvement of accreditation activities including the evaluation of the Regulations, procedures and rules which govern accreditation activity,
- the preparation of a long-term program of ACCREDIA’s objectives, indicated as “Program Document” regularly verified.

The decisions shall be taken by a majority vote of those present and with a favorable opinion of the majority of the representatives of each of the four categories mentioned above according to the Statute; voting is conducted “by category”.

For every meeting of the Steering and Guarantee Committee, an outline report is written and signed by the President of the Committee and by the secretary of the meeting and subsequently posted in the reserved area of the Committee for consultation by its members.

The reports of the Steering and Guarantee Committee meetings shall contain an attached file in which the opinions expressed and the suggestions formulated by the Committee are summarized.

Any proposals for modifications to the Committee's minutes shall be transmitted within twenty work days from the sending of the text prepared by the ACCREDIA secretariat.

ARTICLE 4 – ACTIVITY AREAS AND FUNCTIONS OF THE COMMITTEE

(Article 19 of the Statute and Article 14 of the General Regulation)

The Steering and Guarantee Committee is the body whose job is to express the contribution of the Members, as well as the proposals of other parties or persons potentially involved in accreditation activities, the creation of operative objectives and the good functioning of ACCREDIA in order to ensure competence, transparency and impartiality in its activities, in compliance with the applicable standards.

The Committee expresses, by means of a document setting out ACCREDIA's long-term plans, proposals and objectives according to the policies, the guiding principles and the initiatives to enhance the good functioning of ACCREDIA for all accreditation activities and related matters, setting out its activities with reference to the following aspects:

- validity and efficiency of the accreditation processes;
- absence of any form of discrimination;
- impartiality, independence, transparency and confidentiality;
- economic effects related to accreditation activities.

The Committee expresses its evaluations on matters brought to its attention, addressing them to ACCREDIA's competent operative corporate bodies for consideration of the case.

The technical documents which ACCREDIA issues for accreditation activities (General Regulations and Technical Regulations), following approval by the Directive Council, are submitted for attention to the Steering and Guarantee Committee, which may make suggestions or propose reviews. In such cases, the Directive Council reviews the Regulation with the option of accepting entirely or partially the proposals of the Steering and Guarantee Committee.

If the Steering and Guarantee Committee considers that its indications are systematically overlooked by the bodies with executive powers, it may convene the Assembly which takes the necessary measures.

In order to carry out its tasks, the Committee may also set up working groups to study in greater depth matters which are related to its activities.

For each working group the Steering and Guarantee Committee defines its tasks and clarifies its duration and, if necessary, nominates a Committee member to be Coordinator.

For setting up working groups, use is normally made of one or more representative members for each category.

Participation in such working groups is open to Committee members and to external experts, on invitation by the Committee President.

Voting does not take place in working groups, but individual members may formally express their opinions and positions with respect to those which have been approved, in cases where it was not possible to reach unanimous consent.

The Committee's opinions and suggestions refer chiefly to the following matters:

Corporate and Strategic aspects

- the role played by ACCREDIA in the national and international socio-economic system, relations with stakeholders and the strengthening of the Italian accreditation system;
- the adequacy of the Accreditation Committee and of Sector Accreditation Committees and Sub-Committees;
- guarantee of impartiality, independence, transparency and confidentiality of accreditation processes;
- evaluation of ACCREDIA's risk analysis for impartiality, developed in accordance with ISO/IEC 17011.

Activities of monitoring and interaction, undertaken by the Steering and Guarantee Committee with respect to the Accreditation Committee and the Sector Committees and Sub-Committees, are undertaken, above all, by means of obtaining the activity files of the Committees (e.g. brief reports of meetings, drafts of regulations, procedures and regulations of accreditation etc.).

These activities are also performed by means of specific meetings, convened by the ACCREDIA President at least once a year, with the participation of the ACCREDIA President, the ACCREDIA General Director, the President of the Accreditation Committee, the President of the Steering and Guarantee Committee and four members nominated on a case-by-case basis by the Committee, belonging to each of the categories as defined in Article 5 of the Statute.

The evaluation of the risk analysis for the impartiality of the ACCREDIA is carried out through the examination of the analysis conducted by ACCREDIA and the relative updates, to be subsequently submitted to the Directive Council for approval.

Operative and procedural aspects

The validity and effectiveness of accreditation activities, in accordance with the applicable Regulations, prescriptive documents and procedures resulting from the actual operative praxis, as well as being subject to monitoring activity and interaction with regard to the Accreditation Committee and with the Sector Accreditation Committees and Sub-Committees, are dealt with in the preparation of the program documentation, for which further specific issues may be examined, following proposal by the President of the Committee or of one of the categories of members.