



**INTERNAL RULES OF ORDER:
COORDINATION COMMISSION**

The only valid versions of the documents of the BELAC management system are those available from the internet website.

English translation for information only.
French and Dutch versions remain the authoritative documents.

Date of implementation: 02.12.2020

HISTORY OF THE DOCUMENT

Revision and date of approval	Reason for change	Scope of the revision
0 draft (CC 20.11.2002)	<ul style="list-style-type: none"> - Replaces and cancels documents OBE A024, BELTEST P02 and BCT-P3 - Running of the Coordination Commission: consultation by correspondence, voting procedure, assignment to the secretariat of the tasks of the committee for the day-to-day running. 	Full revision after merger of the documents but without any significant change
0 CC 05.06.2003	Update of layout	Full revision
1 Secr. 31.01.2004	Update of layout	Full revision
2 CC 18.05.2006	Update as a result of implementation of the BELAC R.D. : - tasks of the Coordination Commission	Full revision Point 3.1
3 CC 16.09.2010	Revision of the voting procedure of meetings Revision of the provisions for collecting and handling of answers following consultation by correspondence	Point 3.4.5 Point 3.5.3 and 3.5.4
4 CC 12.05.2011	Amendment of the quorum rules	Point 3.4.4
5 Secr 20.03.2016	No modifications to the content of the English document. An adjustment was made only to the version number as a result of corrections in the French version of the document	History, revision number
6 CC 03.05.2016	Modification of the provisions for electronic ballots <ul style="list-style-type: none"> - Deadline for answer - Quorum 	Point 3.5.3 Point 3.5.4
7 CC 07.11.2019	Full revision in which in addition to a number of editorial changes (points 3.2.2, 3.2.3, 3.4.3, 3.7) the following adjustments were made: Addition of replacement measure in case of absences Adjustments to the provisions related to the number of votes cast and the handling of the answers Improved description of cases where the consultation by correspondence can be used	Point 3.2.4 Point 3.4.4, 3.4.5 and 3.5.4 Point 3.5.1
8 Consultation by correspondence 01.12.2020	Organization of the Commission's activities in specific circumstances: addition of the possibility to hold a plenary session in the form of a videoconference	Point 3.3

INTERNAL RULE OF ORDER

COORDINATION COMMISSION

1. AIMS OF DOCUMENT AND REFERENCES

This document aims to define the internal rule of order of the BELAC Coordination Commission, hereafter called “the Commission”.

This document refers to and complies with the relevant sections of the Royal Decree of January 31, 2006 for creation of BELAC.

2. RECIPIENTS

With follow up of updates:

- The members of the Coordination Commission;
- The BELAC secretariat

Without follow up of updates:

- Any other request.

3. FUNCTIONING OF THE COMMISSION

3.1. Tasks

The Coordination Commission is in charge of developing and approving, if necessary on the proposal of an Accreditation Board, the objectives, general management policies and procedures for implementation of the accreditation.

The Coordination Commission is particularly responsible for:

- defining and supervising the general policies with regard to the functioning of BELAC;
- approving the guidelines for the implementation of the general criteria for accreditation ;
- setting up sectorial committees in charge of proposing the guidelines for the implementation of the accreditation criteria;
- approving the procedures for the functioning of BELAC;
- deciding on participation of BELAC in international multilateral agreements;
- setting up an Accreditation Board with decision competence on accreditation.

3.2. Composition

3.2.1. The Commission is composed of active members and their deputies.

Unless stated otherwise, the term “members” refers to all active members and their deputies.

3.2.2. The members are proposed by the competent authorities and appointed by the Minister of Economy.

A representative of the FPS Economy is appointed as Chair.

In addition to the Chair, one Deputy Chair is appointed by the Commission by simple majority vote.

3.2.3 Any member who can no longer carry out their mandate shall immediately notify the Chair and the secretariat.

The Chair shall take the necessary steps to arrange for a replacement.

3.2.4 For each full member who is absent for more than 3 meetings without a written apology and without the presence of its deputy, and for any deputy who is absent for more than 3 meetings without a written apology and without the presence of the full member, the secretariat shall provide appropriate replacement measures.

3.3. General provisions

In order to fulfil the tasks which belong to its duty, the commission can organise its activities as follows:

- by plenary meetings, in which case the provisions as described under point 3.4 specifically apply. This way of functioning is recommended and is in anyway compulsory, if positions have to be taken on the basis of a broad exchange of views. In case of specific circumstances, these plenary meetings can also take the form of a

- videoconference. The meetings can be jointly organised with one or several bodies of the Belgian accreditation structure;
- by means of correspondence, in which case the provisions as described under point 3.5 specifically apply. This way of functioning will be used in particular in case of urgent problems or to prepare the decision-making by the plenary meetings or on proposal of the attending members, when the quorum is not reached or if specific circumstances require it.

Depending on the evolution of the activities and in order to preserve the effectiveness of the management, the Commission can specify, by means of a decision taken in a plenary meeting, its way of functioning for handling specific activities. These decisions will be minute in the report of the concerned meeting and are considered as additions to the present regulation for order.

3.4. Meetings

3.4.1. Calls for meetings

The Coordination Commission meets at least twice a year. All members, as mentioned under point 3.2.1, are invited.

On request of the Minister of Economy, of the Chair of the National Council for Accreditation, of the Chair of the Accreditation Board or of at least 3 active members of the Commission, the Commission must hold a meeting within 15 days.

The Commission meets on request of its Chair.
The invitation gives details of the agenda.

3.4.2. Documents

The most appropriate manner for communication is used. This may consist of, but not limited to, the sending of documents by post or e-mail, an invitation to read documents available on the Internet or the Intranet.

For each sending different ways of communication can be used simultaneously.

Each member provides the secretariat with the addresses (post, e-mail...) where documents concerning the activities of the Commission can be sent with the necessary guarantees for confidentiality.

Except for urgent cases, to be decided by the Chair, the invitation letter and the necessary documents must be sent to the members at least ten days before the meeting.

3.4.3. Meeting agenda

The agenda is fixed by the Chair.
The agenda must explicitly mention the items on which a decision is expected.

On request of at least three active members, any item that falls under the responsibility of the Commission will be put on the agenda of the next meeting or handled under the item "Miscellaneous" of the present meeting.

3.4.4. Meetings

The Chair opens and closes the meetings. He chairs the debates and has full authority for this task.

In the absence of the Chair the meeting is chaired by the Deputy Chairmen.

The Deputy Chair, when chairing the meeting, is replaced by its deputy who takes his role as a member of the Commission.

The Commission may only proceed with its deliberations if the following conditions are met:

- at least one third of its members entitled to vote are present or represented and;
- at least 6 of its active members or their deputies are attending the meeting and;
- a representation of at least 3 interest groups (certification bodies, inspection bodies, laboratories, industry organizations, consumer and employer organizations, regional or community government and competent authority) is assured.

Each member can, for a particular meeting of the Commission, give a proxy to another member.

These proxies, limited to one for each member, will be notified to the Chair at the beginning of the meeting.

If the quorum, as mentioned above, is not reached, the Chair can fix the date for another meeting, and may disregard the time period fixed in point 3.4.2 § 4. During this new meeting, the Commission validly deliberates, regardless of the number of members present.

The Chair can decide to have recourse to a procedure “by correspondence” (point 3.5).

The Commission may, if necessary, on the initiative of the Chair or one or more members, consult one or more experts and invite them to participate in the meetings on the points that concern them.

3.4.5. Voting procedure

Only the active members or, if appropriate, their deputies are entitled to vote. The Chair has no voting right.

A vote will be taken by a show of hands, unless a member explicitly requests a written secret ballot.

An abstention is not considered as a vote cast.

Decisions are taken on a simple majority of votes cast. In the event of a tied vote, the Chair of the meeting shall have the casting vote.

However, if the result of the vote shows that there are significant differences of opinion between the various groups of interested parties or if one expressed position opposes that of the majority but highlights a solid technical argument, the Chair can decide to reopen the debate and to organize maximum one more time a new voting round later on.

3.4.6. Joint meetings

On the initiative of the Chair of the concerned bodies, meetings of the Commission can be organised jointly with one or several bodies of the Belgian accreditation structure.

In the case of a joint meeting:

- the meeting is chaired in common by the different Chair;
- the guidelines detailed under point 3.4 of the present document (invitations, quorum, voting procedure...) also apply here as well as provisions for cooperation with the members of the Commission and the rules for the decision-making.

3.5. **Consultation by correspondence**

3.5.1. Scope of Application:

The consultation by correspondence will take place on the basis of a specific decision of the commission or on the initiative of the Chair in urgent cases.

A consultation by correspondence can take place in one of the following cases:

- in the event of a quorum not being reached (see 3.4.4);
- for topics of an urgent nature;
- for subjects of an advisory nature;
- for administrative matters;
- for topics that have already been discussed during a meeting.

3.5.2. Documents

The specific provisions in 3.4.2 apply.

3.5.3. Collecting answers

For every consultation by correspondence, the provisions for the answers are stipulated in function of the objective of the consultation and the degree of urgency. The document specifies these provisions.

If the consultation by correspondence is expected to lead to a decision, the answer form for that purpose shall:

- specify the point for which the member is invited to take a position;
- allow for the following answers:
 - Agreement;
 - No agreement (this answer shall be justified);
 - Abstention;
- give the possibility of comments. Comments do not have any influence on the formulated answer (agreement/no agreement/abstention).

As from the date of sending, the answering period cannot be shorter than 20 working days.

3.5.4. Handling of answers

The secretariat is responsible for the handling of the answers obtained after a consultation by correspondence.

If the consultation procedure is meant as a way to collect points of view, a synthesis document will be prepared and presented to the plenary meeting of the commission.

If the consultation procedure is meant to allow for decision-making, answers received at the secretariat before the end of the response time will be taken into account.

Decisions are taken by a simple majority . The Chair decides by an equal vote. In principle, the decision-making is considered valid if at least 1/3 of the voting members has cast their vote.

If, at the end of the response time, the number of valid votes cast is less than 10, the response time will be extended by 10 working days. At the end of that second period, the decision is deemed to have been obtained regardless of the number of votes cast.

If, at the end of a consultation by correspondence important differences in opinion are noted between the various groups of interested parties, or if one expressed position opposes that of the majority but highlights a solid technical argument, the Chair can suspend the consultation without decision making. The secretariat will inform the members and will initiate a new phase of consultation. If necessary the discussion is put at the agenda of the following meeting.

3.5.5. Informing the Commission

The Commission is systematically notified of the results of each Consultation by correspondence.

3.6. Secretariat

3.6.1. Composition

The BELAC permanent secretariat acts as the secretariat of the Commission

3.6.2. Tasks

The secretariat is responsible for:

- the preparation of the meetings of the Commission and the implementation of the decisions;
- the management of the consultations by correspondence;
- the execution of any task delegated to it by the Commission.

3.6.3. Documents

All documents drafted by the secretariat and presented to the Commission for approval are in principal written in Dutch and French. A limited number of documents are drafted only in English when circumstances require, e.g. in the context of international obligations or in case of mandatory international documents that are copied into their original language without any modification as a mandatory BELAC document.

Other documents intended for use by the Commission are sent in the format they have been received by the secretariat. However, should the secretariat arrange for a translation, reference shall be made to the official version.

The minutes of the meetings of the Commission are drafted in Dutch and French and are sent to the members. Written comments can be submitted to the secretary within 10 days.

3.7. Ad hoc working groups

The Commission can form ad hoc working groups; it appoints reviewers who report to it within the time allowed.

Each member of the Commission can request that the documentation concerning the activities of the working group be sent to them, without them necessarily having to be registered as a member of the working group.
