

**EFNDT/CEC/C/05-001**

06-09-2005

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# **CERTIFICATION EXECUTIVE COMMITTEE CONSTITUTION, TERMS OF REFERENCE AND METHOD OF WORKING**

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## **INTRODUCTION**

The EFNDT delegates the task of managing the European Examination Question Bank and the Approval of Certification Bodies to a Certification Executive Committee (CEC)  
CEC was created from a previous working group with delegates from three founding EFNDT members ; BINDT, COFREND and DGZfP.

This document, which describes the constitution, terms of reference and method of working of the CEC, is approved by the EFNDT, and any changes to this document shall be approved by both the CEC and the EFNDT prior to implementation.

## **1. CONSTITUTION**

- 1.1. The CEC shall have six members :
  - 1.1.1. One nominee from each of the three Founding Societies (BINDT, COFREND and DGZFP)
  - 1.1.2. Three further members appointed by the EFNDT Board of Directors, selected from those Societies taking part (or committed to taking part) in the system.
- 1.2. All CEC Members are appointed for a period of three years, and are eligible for re-appointment.
- 1.3. The Founders shall propose for ratification by EFNDT a CEC Chairman who shall take office for a period not exceeding three years, but may be re-nominated by a Founder. In the event that the Chairman is unable to attend a meeting, the CEC members present at an otherwise quorate meeting shall agree a chairman for that meeting.
- 1.4. The administration for the CEC is divided between the Founders as follows :
  - 1.4.1. The EFNDT CEC Secretariat and financial management is, for the time being, provided by COFREND.
  - 1.4.2. EFNDT Certification documentation and examination question banks are, for the time being, managed by BINDT.
  - 1.4.3. Promotion of the EFNDT Specifications and negotiations for recognition of Approved Certification Bodies is, for the time being, managed by DGZfP.

## **2. TERMS OF REFERENCE**

- 2.1. The Certification Executive Committee shall :
  - 2.1.1. Execute the policy of the EFNDT in the field of certification.
  - 2.1.2. Approve certification bodies against the criteria set out in document EFNDT/P/05-001.
  - 2.1.3. Draft (or cause to be drafted) and approve (on behalf of the EFNDT) for publication and implementation, documentation in support of the work of the CEC.
  - 2.1.4. Review and update existing documentation in the light of changes and developments in applicable European standards.
  - 2.1.5. Monitor and direct the CEC Secretariat in processing applications for and awarding licenses for the use of the EFNDT examination question bank.
  - 2.1.7. Monitor the administration costs of the administration and recommend to EFNDT the levels of charges and fees necessary to maintain effective management of the operations of the CEC.
  - 2.1.8. Negotiate mutual recognition and acceptance of certification issued by approved certification bodies

2.1.9. At all times preserve the confidentiality of information to which they may gain access in the course of their duties.

**3. METHOD OF WORKING**

- 3.1. The Committee shall meet as frequently as is deemed necessary to discharge the above responsibilities.
- 3.2. Meetings will be held on at least two occasions in each calendar year.
- 3.3. Each meeting will be convened on the authority of the Chairman by the Secretary with at least 28 days notice in writing. Matters to be decided at a meeting shall be supported by written documentation issued at least 14 days in advance of the meeting.
- 3.4. The quorum for a meeting shall be one third of the current membership but shall comprise at least two Founders. The CEC will ordinarily work by consensus but, in the event that a vote is necessary, matters shall be decided by a simple majority, the Chairman having a casting vote in the event of a tied vote.
- 3.5. The CEC Secretary shall provide a written report to EFNDT on behalf of the CEC on each occasion that the EFNDT Board of Directors meets to consider certification matters, including CEC recommendations for ratification.
- 3.6. The CEC will, at the end of each financial year, submit for the approval of the EFNDT, audited accounts and an income and expenditure budget for the following financial year covering the operation of the Secretariat.

Authorised for the EFNDT by :

Name Position :

Signature : Date :