



---

***Publication  
Reference***

**EA-0/10: 2021**

---

**Procedure  
for  
EA meetings**

***PURPOSE***

This document provides guidelines for EA Members to host EA meetings.

*Authorship*

This document has been prepared by the Secretariat in cooperation with the Executive Board.

*Official language*

The publication may be translated into other languages as required. The English language version remains the definitive version.

*Copyright*

The copyright of the publication is held by EA. The publication may not be copied for resale.

*Further information*

For further information about this document, contact the EA Secretariat. Please check EA website for up-to-date information (<http://www.european-accreditation.org>).

**Category:** Secretariat Management System and operational documents

**Date of Approval:** 5<sup>th</sup> May 2021

**Date of Implementation:** Immediate

**Transitional period:** None

Paragraph 2, note clause 2 shall come into force in 2023.

---

## **CONTENTS**

---

<b>1</b>	<b>PURPOSE AND SCOPE OF THE DOCUMENT .....</b>	<b>4</b>
<b>2</b>	<b>LOCATION OF EA MEETINGS.....</b>	<b>4</b>
<b>3</b>	<b>PROPOSALS AND RESPONSIBILITIES FOR HOSTING EA MEETINGS .....</b>	<b>5</b>
<b>3.1</b>	<b>OFFERING TO HOST A FUTURE MEETING.....</b>	<b>5</b>
<b>3.2</b>	<b>GENERAL RESPONSIBILITIES ASSOCIATED WITH HOSTING A MEETING.....</b>	<b>5</b>
<b>4</b>	<b>MEETING COSTS AND REGISTRATION FEE .....</b>	<b>6</b>
<b>4.1</b>	<b>THE REASONS FOR A REGISTRATION FEE.....</b>	<b>6</b>
<b>4.2</b>	<b>THE COSTS COVERED BY THE REGISTRATION FEE.....</b>	<b>6</b>
<b>4.3</b>	<b>THE AMOUNT OF THE REGISTRATION FEE.....</b>	<b>6</b>
<b>4.4</b>	<b>THE PAYMENT MODALITIES OF THE REGISTRATION FEE .....</b>	<b>7</b>
<b>5</b>	<b>ARRANGEMENTS TO BE MADE BY THE HOSTING BODY .....</b>	<b>8</b>
<b>5.1</b>	<b>HOTEL AND MEETING VENUE SELECTION.....</b>	<b>8</b>
<b>5.2</b>	<b>INVITATION AND REGISTRATION OF THE PARTICIPANTS IN THE MEETING.....</b>	<b>10</b>
<b>5.3</b>	<b>MEETING ROOM REQUIREMENTS .....</b>	<b>12</b>
<b>5.4</b>	<b>STAFFING REQUIREMENTS .....</b>	<b>14</b>
<b>5.5</b>	<b>CATERING REQUIREMENTS.....</b>	<b>15</b>
<b>6</b>	<b>ARRANGEMENTS TO BE MADE BY THE EA SECRETARIAT .....</b>	<b>16</b>
<b>6.1</b>	<b>DISTRIBUTION OF THE INVITATION PACKAGE.....</b>	<b>16</b>
<b>6.2</b>	<b>CALL FOR INTERACTION FROM MEMBERS .....</b>	<b>16</b>
<b>6.3</b>	<b>PUBLICATION OF MEETING PAPERS .....</b>	<b>16</b>
<b>6.4</b>	<b>CHECKING BEFORE THE MEETING .....</b>	<b>17</b>
<b>6.5</b>	<b>SUPPORT DURING THE MEETING .....</b>	<b>18</b>
<b>6.6</b>	<b>FOLLOW-UP AFTER THE MEETING .....</b>	<b>18</b>
<b>7</b>	<b>CANCELLATION OF EA MEETINGS .....</b>	<b>19</b>
	<b>ANNEX A – EXAMPLE OF INVITATION LETTER .....</b>	<b>21</b>
	<b>ANNEX B – EXAMPLE OF INDIVIDUAL INVITATION LETTER FOR VISA PURPOSES .....</b>	<b>22</b>
	<b>ANNEX C – EXAMPLE OF ATTENDANCE / REGISTRATION FORM.....</b>	<b>23</b>
	<b>ANNEX D – EXAMPLES OF HOTEL BOOKING / RESERVATION FORM .....</b>	<b>26</b>
	<b>ANNEX E - IMAGE RELEASE FORM .....</b>	<b>27</b>

## **1 PURPOSE AND SCOPE OF THE DOCUMENT**

This document provides guidelines for EA Members hosting EA meetings. It applies also to the Secretariat when hosting EA meetings.

This document also defines the tasks and responsibilities of the main involved parties, i.e. the hosting national accreditation body (NAB) and the EA Secretariat.

This document does not cover:

- online meetings which are planned together with the EA Secretariat in charge of the technical arrangements as the holder of the relevant license for use;
- other EA working parties' meetings, which are organised independently of the EA Secretariat;
- training workshops, which are organized by the EA Secretariat in cooperation with the hosting NAB;
- the EA Advisory Board meetings.

## **2 LOCATION OF EA MEETINGS**

The EA Resolution 2010(25)04 approved by the EA General Assembly in May 2010 provides that:

*The General Assembly agrees the policy that EA meetings of the General Assembly, Multilateral Agreement Council, Committees, Working Groups and Task Forces shall only be held in the countries of EA Full Members. This does not prevent informal meetings of EA members from taking place in conjunction with other meetings elsewhere (Document EA/GA(10)03).*

A stakeholder organisation is also allowed to host an EA meeting in an EA Full Member country, provided that the meeting is always organised in close cooperation with the local EA Full Member.

The meeting location shall be convenient in terms of transportation means available from the airport to the meeting venue, including in terms of time necessary for the transfer from the airport to the venue.

Note: Working Group (WG) and Task Force Group (TFG) meetings with less than 15 members shall normally be held online. In case that a WG/TFG meeting shall be held face-to-face (physically), the WG/TFG convener shall seek approval by the relevant Committee/Council Chair, based on proper justification.

Every second physical meeting (e.g. autumn meetings) of Committees/Council shall be held in central Europe and close to an international hub airport. These meetings shall be hosted by EA and organized exclusively by the Secretariat.

The option of having online meetings instead of physical meetings shall be considered by the Committees/Council, when making the meeting planning's.

### **3 PROPOSALS AND RESPONSIBILITIES FOR HOSTING EA MEETINGS**

#### **3.1 Offering to host a future meeting**

The NAB interested in hosting a future Committee meeting shall send a proposal to the Committee Chair and the EA Secretariat with as much early notice as possible. In general, proposals for hosting meetings should be made at the meetings themselves when the Chairs call for invitations from the members.

***For EA GA Meetings:** The written notification for hosting a future EA General Assembly meeting shall preferably be sent two years prior to the GA meeting date.*

*In consultation with EA Members, the EA President will decide on the date and place of meetings of the General Assembly.*

When deciding on possible meeting dates, it is recommended that the scheduled meetings do not coincide with major events or holiday periods that might fill up available accommodation and raise venue and hotel rates in the preferred city.

#### **3.2 General responsibilities associated with hosting a meeting**

When proposing to host a meeting, the volunteering NAB shall bear in mind that it will be in charge of:

- assuming the financial responsibility of the event (see chapter 5 and 7);
- assuming the legal responsibility with regards to GDPR compliance concerning collection and management of personal data;
- organising and coordinating all the logistics for both the participants' accommodation and the meeting (and any combined activities) in accordance with the requirements listed below (see chapter 5);
- providing assistance to the EA Secretariat in managing invitations and registrations of the participants and all related administrative formalities (see 6.2).

## **4 MEETING COSTS AND REGISTRATION FEE**

### **4.1 The reasons for a registration fee**

A budget shall be set so that the hosting NAB does not need to subsidize the meeting. In concrete terms, the host can establish a registration fee as provided by EA Resolution 2010(25)05 approved by the EA General Assembly in May 2010:

*The General Assembly agrees the proposal that meeting hosts apply a transparent Registration Fee procedure for EA meetings in cases where a meeting host does not cover the full cost of the meeting [...].*

This registration fee process is a transparent cost recovery mechanism allowing that costs, particularly for larger meetings, are borne in an equitable manner.

### **4.2 The costs covered by the registration fee**

The registration fee shall exclusively cover costs directly or closely related to the meeting, namely:

- hiring the meeting room(s) (see Point 6.1);
- hiring audio-visual equipment and any other material needed for the meeting to progress in a smooth and efficient way (see 6.3);
- ensuring wireless internet access for all attendants (see 6.3);
- organising lunches as well as morning and afternoon coffee/refreshment breaks (see 6.5);
- any other required logistic requirements related to the meeting (availability of a business center for photocopying for instance).

Please be careful that costs inherent to optional social events (such as welcome cocktail party, conference dinner, touristic activity, farewell gifts, etc.) shall not be covered by the registration fee.

### **4.3 The amount of the registration fee**

An appropriate registration fee shall:

- be established per day;
- normally be in the range of 80-120 Euros per day per participant.

It is understood that the economic status of the host country has a significant impact on the registration fee and those figures are given as a rough guide only.

**For EA GA Meetings:** *It is recognised that GA meetings may require a higher level of registration fee. Furthermore, the cost of providing seminars, workshops or other activities conducted in combination with the GA meeting shall be identified separately from the general registration fee. The host may choose to charge a distinct registration fee or alternatively subsidize the additional activity.*

#### **4.4 The payment modalities of the registration fee**

The hosting NAB is responsible for collecting the registration fee and providing an invoice or a receipt upon receipt of the corresponding payment. This can be done either through the hotel when the participants pay for their rooms (most often for Committee meetings) or by the NAB itself.

##### **4.4.1 Payment to the hotel**

When the registration fee is to be paid to the hotel, it shall be clearly established as a distinct fee from the cost for the room, in order to be paid also by those participants who book a room outside the meeting hotel.

##### **4.4.2 Advance payment to the host**

The host is expected to pay all deposits, advance payments, etc. required by the hotel and the meeting venue operator, if any. Accordingly, the host needs to have access to sufficient funds to cover these costs and may ask for an advance payment from the registered participants.

In case of advance payment, arrangements should be made by the host to enable participants to pay their registration fees by credit card or bank transfer. Suitable secure facilities should be in place for the security of credit card or bank account information submitted to the host.

The host shall also ensure that reimbursement of advance payment received can be made in case of cancellation by the EA delegate in accordance with the applicable cancellation policy/conditions.

##### **4.4.3 Payment by cash**

Payment by cash may be possible in agreement with the host.

## **5 ARRANGEMENTS TO BE MADE BY THE HOSTING BODY**

The host is encouraged to seek the EA Secretariat's advice whenever it is needed when making any of the following arrangements.

### **5.1 Hotel and meeting venue selection**

Note: The hosts are requested to select venues with the highest degree of flexibility in regard to cancellation condition. Normally the contract conditions should include that the venue can be cancelled 3-4 months in advance without penalties.

#### **5.1.1 Accommodation of participants**

The hosting NAB is responsible for accommodating all the participants in the meeting (who may, however, choose to stay in another hotel).

For this purpose, the host shall negotiate and block-book enough rooms for the expected number of participants (see 6.2) at a preferential price while indicating 1 or 2 other hotels at a lower price (see Annex D):

- one hotel with a negotiated price where a majority of participants are likely to stay;
- 1 or 2 other hotels at a lower rate. These accommodation options should be kept in reasonable proximity to the meeting venue.

As a guide, the cost per night for the main accommodation venue should be around 150 Euros including breakfast and local taxes. Again, it is recognised that the economic status of the host country has a significant impact on the hotel price.

The host is invited to look at the national government's per diem rates as authorized by the European Commission to get a right idea of what is considered a regular (reasonable, but not excessive) price.

These hotels, notably the first-option one, shall be selected so that they:

- are easy to get to from the city airport via shuttle, train, bus or taxi;  
If participants cannot ensure it themselves easily, the host should make the relevant arrangements and coordinate their transportation to the hotel and back to the airport.
- have business rooms with an internet access.

The host is encouraged to check the meeting place's rooms and services in advance, preferably by visiting the hotel.

The host is also encouraged to check that the hotel complies with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such



data (GDPR), notably with regards to personal details retained as well as photos that may be taken during the event, and their use.

Note: The host shall not sign up for combined contracts covering meeting arrangements and hotel room booking. Arrangements and contract with hotels for accommodation shall be provided for delegates to manage booking and cancellation directly with the hotel.

### 5.1.2 Venue of the meeting

The hosting NAB is responsible for booking the meeting room according to the requirements given below (see 6.3).

In parallel with establishing the list of possible hotels based on locations, price and rooms, the next factor by which to judge hotels is their amenities. Wherever possible, the host should arrange for the meeting venue and the main hotel for participants to be in the same building – or at least within close proximity (a short walking distance).

Such hotels with meeting facilities shall have enough meeting and conference space to accommodate the expected number of participants, especially for the EA General Assembly meetings

If necessary, the host should hire and coordinate the transportation of the participants to the meeting venue. For the participants' departure after the meeting, transportation to the airport shall be arranged wherever necessary. It may be considered that a large number of participants (50-60 persons) may have to leave and go to the airport simultaneously or within a limited period of time.

One meeting room is required for each meeting unless otherwise specified. Some Committees may ask for an extra room dedicated for a specific workshop during the meeting. Such requirements are to be notified to the EA Secretariat in advance for information of the host in due course.

The name of the meeting room shall be communicated to the Secretariat a few days before the meeting at the latest.

***For EA GA Meetings:*** *an additional room close to the GA meeting room may be booked for the EA Secretariat's use. This smaller room shall be equipped with a computer, internet access, a printer and office material and have a lock. This will be confirmed by the Secretariat with the host in advance.*

## 5.2 Invitation and registration of the participants in the meeting

### 5.2.1 The invitation package

The hosting NAB is responsible for preparing an invitation package comprising:

- (not mandatory) an **invitation letter** from the hosting NAB (or its representative to the Committee in question) to present the future meeting with practical details in a comprehensive manner. (an example is attached in Annex A).  
This invitation letter should in particular clarify the deadlines for registration.  
This invitation letter should also give information on:
  - indications of the meeting venue and hotels on a city map with public transport routes
  - transportation to get from the airport to the hotel. Are shuttle buses or other special means of transport available? And how to access them in the easiest and cheapest way? If organised by the host, please clarify for the participants.
- a **disclaimer about GDPR (General Data Protection Regulation) compliance** such as: “in compliance with Regulation (EU)2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), you may exercise, at any time, a right to access, rectification and erasure of your Personal Data. You also have the right to limit or object to our processing of your Personal Data. For more information about the host NAB policy on personal data protection, please go to the host NAB web address.
- a **request for authorisation to use photos** taken during the event, by EA or the host (see model in Annex E Image release form).
- an **attendance or registration form** indicating (an example is attached in Annex C):
  - the nature, dates and location of the meeting;
  - the distinct mention of the different meeting days when participation can be on one day only;
  - the amount of the meeting fee, if any, and payment details;
  - the relevant details of the participant, including his/her email address;
  - his/her origin NAB and his/her title to be used to establish the invoice;
  - the confirmation of participation to any social event like a dinner, if any;

- information on any special dietary needs, if relevant;
- the person with his/her email address in the hosting NAB to whom the form shall be returned (also the contact person for any question if different);
- the deadline for returning the form duly filled in by the participant;
- cancellation provisions.

The host is in charge of preparing, receiving and processing registration forms in collaboration with the EA Secretariat – the latter should be kept informed of the registrations received in order if necessary, to send participants additional reminders for registration.

- a hotel **booking/reservation form** indicating (an example is attached in Annex D):
  - the nature, dates and location of the meeting;
  - the full details of the hotel, notably those needed for making a hotel room booking (telephone number, email address);
  - the relevant details or reference to obtain the special rate negotiated by the host with the hotel;
  - the full details of the room to be booked, notably the nature (single, double, standard, deluxe, etc.) and the price (inclusive of breakfast and all taxes);
  - the full contact details of the participant, including his/her email and postal address, phone number, etc. to be used to establish the invoice;
  - the financial details of the participant (credit card number and associated data);
  - the deadline set by the hotel for returning the form directly to the hotel while being ensured to benefit from room and special rate availability;
  - cancellation provisions.

Once finalized, the host shall send this invitation package to the EA Secretariat, which will distribute it as early as possible, and at least 2 months before the meeting (see Point 7.1).

As an option, hosts may develop a dedicated webpage for registration and booking. The same information shall be available from the web page.

***For EA GA Meetings:*** the invitation package shall be sent earlier, preferably at least 6 months in advance of the General Assembly meeting.

## 5.2.2 Registration of participants

After the registration deadline indicated on the attendance form, and at least one week before the meeting, the contact person in the hosting NAB shall send the EA Secretariat an updated registration list with each participant's first name, surname, origin NAB. In case of online registration through the EA Members Only section, the list is generated directly by the Secretariat. The Secretariat will prepare the corresponding attendance list, according to the applicable template. This attendance list will be signed by the participants during the meeting

## 5.2.3 Assistance in obtaining visas

Upon request, the host is also responsible for assisting registered participants from non-European countries to obtain their visas. It shall send them an individual invitation letter indicating the location, dates and purpose of the meeting, and any other information as specifically required by each concerned participant. An example is attached in Annex B.

## 5.3 Meeting room requirements

The hosting NAB is responsible for making all spatial and material arrangements for the meeting room.

### 5.3.1 Room configuration

After checking and ensuring that the meeting room space is sufficient for the expected number of participants, the host shall ask for and ensure the appropriate configuration of the room.

Unless otherwise requested by the EA Secretariat or Committee Chairs, the usual configuration of meeting rooms shall:

- be in U-like shape or a classroom style, the objective being that every participant can see the screen and the whole audience, especially the front head table;
- have wide enough rows of tables, all facing the front head table;
- have a long enough front head table for the President/Chair, Vice-President/Chair and the responsible person(s) from the Secretariat.

**For GA and MAC meetings only:** the host shall also ensure that there will be a name plate at each participant's place showing his/her name and the acronym of his/her origin NAB in large enough letters to be visible by all participants. These name plates will be ranked in the alphabetical order of the NABs on the registration table to be taken by the participants when signing the attendance list just before the meeting.

Name tags can optionally be provided to the participants.

**For EA GA Meetings:** the General Assembly meeting room shall meet the following extra specific requirements:

- delegations shall be placed in the alphabetical order of their country names with the following order from the front to the end of the attendance: the EA Full Members; the EA Associate Members; the Bilateral Agreement Signatories; the EAAB Chair and Vice-Chairs; and the Observers placed according to the name of their organization. For EA Members, the rule is to place them alternatively in reverse alphabetical order so as for those sitting at the back of the room to sit in front of it the following time;
- a seating map should be posted at the entrance of the meeting room for the members to see where they have to seat or, at least, if no such a detailed map can be provided, for members to see how seats have been allocated;
- the front head table should be on a raised dais (podium) to allow the EA President, Vice-President and Secretariat to see and be seen by the whole audience;
- the dais shall have a lectern for speakers.

### 5.3.2 Room equipment

The meeting room shall be fitted out with the following technical material:

- power outlets available for all participants' laptop computers (extension cords may be needed);  
Since it is now experienced that all of the participants in any meeting have their own laptop computer, the host shall ensure that a sufficient number of power outlets are available to satisfy the needs of all computers.
- a data projector (also called beamer or LCD projector) connected to a dedicated laptop located on the front head table, allowing input of collective information on a screen as the meeting progresses;
- a large screen adjacent to the front head table or on the opposite of it, depending on the room configuration;
- a wireless internet access for every participant;
- fixed table microphones shared one between every 2 (or 3) participants.

**For EA GA Meetings:** the General Assembly meeting room may also be equipped with the following:

- 2 wireless microphones for any additional participants or observers (optional);
- additional projection equipment when the unique screen is not correctly visible by the large number of participants.

## 5.4 Staffing requirements

The hosting NAB shall ensure that the meeting can progress in the smoothest way, especially that any unexpected problem can be swiftly solved.

For this purpose, the host shall ensure that local assistance staff is provided for the entire duration of the meeting:

- one technician shall be available to operate sound system and meet any other technical needs on site;
- a dedicated contact person, either from the hosting NAB or local staff, shall assist the person from the EA Secretariat in planning adequate timing for breaks and lunches, in informing the participants of any arrangement made for the dinner, if any, and in solving any need or unexpected problem;
- local staff shall ensure that the meeting room is secure, or under surveillance, so that participants can leave papers, laptop computers and other personal belongings on tables during coffee breaks and lunches.

It shall also be ensured that the room is opened in advance of the meeting in order for the EA Secretariat to perform an ultimate checking and welcome the first participants.

***For EA GA Meetings: the host is strongly recommended to ensure that:***

- *a technical meeting is organised the day before the General Assembly meeting in order to check all technical arrangements together with the EA Secretariat;*
- *local staff – a minimum of one dedicated person – is always available near the meeting room to give specific support to the EA Secretariat;*
- *in particular, local staff assists the delegates in signing the attendance lists on the registration table alongside the meeting room (one attendance list should be signed by delegations for each day of both days of GA meetings); those signed attendance lists shall be given to the EA Secretariat preferably immediately after the end of the meeting;*
- *as a tradition, a photograph showing the full attendance is taken by a professional photographer at an adequate moment during the meeting, usually just before the lunch break on the first meeting day;*
- *in case of a signing ceremony to be organised during the GA (the host should seek information from the EA Secretariat), this signing ceremony takes place at the same place as the gala dinner (see 6.5). A two-seat table shall be especially arranged for the ceremony, which will be managed by the EA Secretariat;*
- *as a tradition initiated in Denmark in 2001, a ceremony for the transfer of the “EA spirit” from the hosting NAB to that of the next GA is organised at the end of the GA*

*meeting, based on any object symbolizing the values of both the hosting country and EA.*

## **5.5 Catering requirements**

The hosting NAB is responsible for providing the participants with meeting breaks and lunches.

Times for lunches as well as for morning and afternoon breaks shall be agreed with the President/Chairs, arrangements made shall be implemented without delay at the times agreed.

### **5.5.1 Specifications for lunches**

The host shall ensure that the lunches are:

- served in a place close to the meeting room;
- not too elaborate or heavy: buffet meals with a selection of hot and cold food are preferred, with adequate seating;
- designed for quick service so that the entire lunch can be completed in one hour.

Besides vegetarian, halal and other special dietary requirements need to be catered for upon request from the participants. These special food considerations have to be previously asked for and indicated on the attendance form.

### **5.5.2 Specifications for coffee/refreshment breaks**

The host shall ensure that the morning and afternoon breaks are offered in a place adjacent to the meeting room.

A range of beverage (coffee, tea, fruit juice, etc.) and light snack (biscuits, simple cakes, fruits, etc.) shall be proposed.

Water shall also be provided on the tables in the meeting room.

### **5.5.3 Invitation to dinner**

Inviting the participants in the meeting to a dinner is absolutely not an obligation put on the host and remains OPTIONAL ONLY.

If the host wishes to invite the participants to a dinner, the restaurant should preferably be not too far from the hotel to save the participants' time both before and after the dinner - and preserve their strength for the following day!

**For EA GA Meetings:** the hosting NAB can traditionally organise a social event including a dinner at the end of the first day of a General Assembly meeting.

## **6 ARRANGEMENTS TO BE MADE BY THE EA SECRETARIAT**

Throughout the organisation of the meeting, the hosting NAB can seek further information and more specific advice from the EA Secretariat.

The EA Secretariat plays a liaison role with the host and both shall communicate fully with each other.

It is recommended that the persons in charge within the EA Secretariat (i.e. the Secretary of the Committee concerned) and the hosting NAB should meet together before the meeting at its venue for checking purposes (see Point 7.4), particularly for the EA GA meetings.

### **6.1 Distribution of the invitation package**

Once the attendance/registration and hotel booking forms are finalised, the EA Secretariat shall distribute them to invited participants as early as possible, and at least 2 months before the meeting. This distribution is made by email and/or through the intranet section of the EA website.

### **6.2 Call for interaction from members**

#### **6.2.1 Call for comments on the draft agenda**

The (Committee) Chair assisted by the Secretariat prepares a draft agenda of the meeting. The draft agenda will be sent out by the EA Secretariat for comments. If available, the draft agenda may be distributed with the invitation package.

**For EA GA Meetings:** see EA-1/17 Rules of Procedure.

#### **6.2.2 Call for questions to be answered at the meeting**

A Call for Committee Members' questions will be sent in advance of the meeting for discussion and answers during the meeting.

### **6.3 Publication of meeting papers**

The nominated person for the Committee within the EA Secretariat is responsible for publishing the documents needed for the meeting on the EA intranet's section dedicated to this Committee as much in advance as possible, and at the latest the week before the meeting.

The EA Secretariat shall:



- request those concerned to provide the documents to be posted on the intranet as meeting papers;
- give every meeting paper a reference number to be clearly mentioned on the document (unless the paper already has one) and the definitive draft agenda;
- publish the meeting papers on the appropriate section of the EA intranet as soon and as fast as each of them is sent or confirmed as such by the Chair;
- prepare the definitive draft agenda (which will be approved at the meeting) by listing the relevant meeting papers under each item together with hyperlinks towards documents;
- once finalised, publish the definitive draft agenda together with the very last papers and, possibly, publish the whole set of papers including the hyperlinked agenda as a single and final zip file. Note: a zip downloading function can also be activated by the participants themselves to download all the papers as a unique zip from the intranet page.

When the publication of meeting papers is behind schedule, very late documents may still have to be published 2 days or the day before the meeting. In this case, the EA Secretariat and/or the Chair are recommended to check at the meeting that every participant has received the late documents.

#### **6.4 Checking before the meeting**

The nominated person for the Committee within the EA Secretariat shall meet the person responsible in the hosting NAB at the meeting venue the day before the meeting, or sufficiently in advance before the start of the meeting. The objective is to swiftly check that everything is under control, especially that:

- the meeting room requirements relating both to its configuration and equipment are satisfactorily fulfilled (see 6.3), in particular that sound and projection facilities work properly and sufficient power sockets are available;
- for GA and MAC meetings, the name plates (and the attendance list) are ready and easy to be found by each participant on the registration table;
- the room will be opened (about one hour) in advance of the meeting to perform an ultimate checking and welcome the early participants;
- a local staff person will remain available during the meeting in case of unexpected problems.

***For EA GA Meetings:*** the EA Secretariat, namely the person in charge of the logistics for the meeting, shall ensure that everything is in order the day before the General Assembly.

*This person shall in particular:*

- *lead a technical meeting with the person in charge in the hosting NAB and/or the local staff on the day before the GA meeting in order to check that:*
  - ✓ *the mapping for participant seating is correct and appropriate;*
  - ✓ *all technical arrangements are functioning: it is recommended that all connections, sound and projection facilities are tested in advance;*
- ensure that local staff will be staying near the GA meeting room to deal with any technical or attendance problems;
- ensure that the name plates (and the attendance list) are ready and easy to be found by each participant on the registration table.

## **6.5 Support during the meeting**

In addition to taking the minutes of the meeting, the nominated person for the Committee within the EA Secretariat shall:

- make the attendance list circulating among the participants so as for them to sign it and ideally check their email address (unless the attendance list has already been signed on the registration table at the room entrance); Note: for GA meetings, the list is available for delegates to sign at the entrance;
- play a liaison role between the Committee's members and the host, especially to help participants to solve any logistic problems;
- forward any communication from the host to the participants (and the Chair);
- confirm with the Chair that the break and lunch hours are adequately planned so that the meeting agenda can progress in a smooth manner.

## **6.6 Follow-up after the meeting**

After the meeting, the nominated person for the Committee shall:

- write the draft minutes and the action/decision/resolution list of the meeting to be sent for approval to the Committee's Chair;  
Note: in some cases, the action/decision list is approved at the meeting and has to be published on the intranet.
- publish the attendance list on the appropriate section of the EA intranet, together with presentations made or any other documents unexpectedly discussed at the meeting;

- reply to the members whose questions or request could not be immediately answered at the meeting;
- once approved by the Chair, publish the draft minutes on the relevant section of the EA intranet and call for comments on them.

## **7 CANCELLATION OF EA MEETINGS**

According to 3.2 the host takes financial responsibility for the event/meeting. In case that an EA meeting shall be cancelled by EA for reasons the host is not accountable for, and the contractual arrangements have been set out according to this procedure, including cancellation provisions, the costs shall be covered by EA.

This shall apply only for meetings of the General Assembly, Multilateral Agreement Council (MAC), Communications and Publications Committee (CPC) and the technical Committees. Meetings of the Executive Board, Technical Management Board, Working Groups, Task Force Groups and other group meetings shall be under the financial responsibility of the host only, even in case of cancellation by EA.

If an EA meeting shall be cancelled by EA, then the following reimbursement criteria shall be applied:

Eligible costs for reimbursement are:

- Meeting costs: meeting room, meeting equipment (mics, speakers, projector, etc.), beverages and food during breaks;
- bank transfer costs (for meeting registration) incurred when collecting fees and reimbursing delegates.

Note 1: Any other type of cost not referred in this document shall be approved by the Secretariat before taking any contractual obligation by the host in order to be considered as a potential eligible cost.

Note 2: Only EA NAB delegates will be reimbursed by EA.

Non-eligible costs for reimbursement are:

- Event manager, except otherwise agreed with EA in advance of the event;
- Transport costs;
- Hotel rooms costs;
- Social events;

- Gifts;
- Costs of Speakers invited by the host;
- host NAB personnel time spent on preparing for the event;
- insurance costs for insurance policies taken especially for the event by the host.

Any eligible cost(s) for reimbursement shall be justified with contracts and invoices to the Secretariat. Documentation shall be submitted in English.

## ANNEX A – EXAMPLE OF INVITATION LETTER

### INVITATION

The ... is pleased to invite delegates to the EA Laboratory Committee meeting to City, Country.

Date of the meetings: 7 and 8 September 20XX (and Date for LC MG)

Venue: Hotel Name

Address

Phone: ...

Website: ...

The hotel is situated on ..., please visit its website.

Rooms for the delegates have already been pre-booked at this hotel. For registration to the meeting please fill in and send the attached REGISTRATION FORM to ... (e-mail: ... or fax: ...) and for reservation of accommodation fill in and send the attached the HOTEL RESERVATION FORM directly to ... (e-mail: ... or fax: ...) before **Date**.

Transportation from the airport to the hotel can be by minibus or taxi, see detailed information in the following website: ... NAB Name has agreed with ... taxi company to transport you from International Airport of City to the hotel at a fixed price of XX €. If you need this service, please indicate it in the REGISTRATION FORM.

A meeting fee (XX€/day) will be charged by the hotel for the EA LC meeting. Please take note that the meeting fee will also be charged by the Hotel for delegates staying in another hotel.

NAB Name is happy to invite delegates for a dinner on Date. The restaurant is located nearby (XX-minute walk) the hotel. Please confirm your participation in the dinner in the REGISTRATION FORM.

Please note that the local currency of Country is XXX. Information on weather conditions is available at ...

Having any queries, please do not hesitate to contact ... (Mr./Mrs. ...; e-mail: ...).

Looking forward to seeing you in City,

**Name**

*In compliance with Regulation (EU)2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), you may exercise, at any time, a right to access, rectification and erasure of your Personal Data. You also have the right to limit or object to our processing of your Personal Data. For more information about NAB policy on personal data protection, please go to NAB web address.*

**ANNEX B – EXAMPLE OF INDIVIDUAL INVITATION LETTER FOR VISA PURPOSES**

**NAME OF THE PERSON**

**ADDRESS**

**COUNTRY**

**DATE**

**Subject:** Invitation to the EA XX Meeting on XX/XX/XXXX

**Our ref.:** XX/XXX/XXX

Dear Mr./Mrs. XXX,

In order to develop a closer relationship between XXX, the National Accreditation Body of XXX, and “European co-operation for Accreditation” (EA), EA is pleased to invite you, XXX, as the representative of XXX, holder of Passport n° XXX, to take part in the XX Meeting of EA to be held in City on Date.

For an efficient contribution to the EA work and meetings that will be hosted by various EA country members, we advise that you request a one-year multiple visa for Schengen countries.

The detailed timeframe of the EA 20XX/20XX meetings is available on the EA website, page Events.

We, as well as all EA members, would appreciate that the National Accreditation Body of XXX is represented at the meetings.

Yours sincerely,

XXX

**ANNEX C – EXAMPLE OF ATTENDANCE / REGISTRATION FORM**

<b>EA XX COMMITTEE MEETING LOCATION / DATE</b>			
<b>REGISTRATION FORM</b>			
Please complete and return by Date to  NAB / mail to : xx Copy to EA Secretariat / mail to : <a href="mailto:xxx.yyy@european-accreditation.org">xxx.yyy@european-accreditation.org</a>			
<b>PERSONAL DETAILS</b>			
<b>Title</b>			
<b>First name</b>			
<b>Last name</b>			
<b>Organisation</b>			
<b>Address</b>			
<b>City</b>			
<b>Postcode</b>			
<b>Country</b>			
<b>E-mail</b>			
<b>Phone</b>			
<b>VAT number</b>			
<b>MEETING AND DINNER ATTENDANCE</b>			
<b>Date</b>	<b>Subject</b>	<b>Fee (€) <i>before VAT</i></b>	<b>Attendance (X)</b>
Total (VAT free)			
Total (including taxes if only you have no VAT number ⇒ add XX% for VAT)			
<b>EA XX COMMITTEE MEETING</b>			

LOCATION / DATE	
PARTICULAR REQUIREMENTS	
Please indicate if one accompanying person will participate to the welcome dinner (will be charged to the EA member/stakeholder)	
Please also indicate any dietary requirements (vegetarian, allergies etc) and other needs	
PAYMENT	
Registration fee should be settled to NAB's account on receipt of the invoice.	
VENUE	
<p><b>Hotel/Venue</b>                      Address                      Tel:                      Fax:  <a href="#">email:</a>  <a href="#">Website :</a>                      (please see the Welcome information document)</p>	
<p><b>Additonal information (if any) :</b></p>	
ACCOMODATION	
<p>Please send your completed booking form to <a href="mailto:xxx.yyy@xxxx.xxx">xxx.yyy@xxxx.xxx</a> by Date to confirm your reservation</p> <p>The availability is guaranteed until the Date, after that date, it will be on request.</p> <p><i>If you do not wish to stay at this hotel, please see the Welcome information document for alternative accommodation.</i></p>	

*In compliance with Regulation (EU)2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), you may exercise, at any time, a right to access, rectification and erasure of your Personal Data. You also have the right to limit or object to our processing of your Personal Data. For more information about NAB policy on personal data protection, please go to the NAB web address.*



**EA/XX MEETING Date and Location**

**OTHER HOTELS**

IF YOU WISH TO MAKE YOUR OWN HOTEL ARRANGEMENTS, PLEASE FIND HEREAFTER, INFORMATION ON HOTELS LOCATED NEARBY THE VENUE:

- **HOTEL NAME AND CONTACT 1**
- **HOTEL NAME AND CONTACT 2**

*PLEASE NOTE THAT PARIS IS VERY BUSY AT THIS TIME SO MAKE YOUR OWN BOOKING NOW!  
SOME HOTELS ARE ALREADY FULL.*

**ANNEX D – EXAMPLES OF HOTEL BOOKING / RESERVATION FORM**

REFERENCE NAME	: EA HHC meeting
DATES	: 12 & 13 MARCH 2019
CUT OFF DATE	: 5 MARCH 2019
<input type="radio"/> Mr <input type="radio"/> Mrs	
Last name: _____	First name : _____
Name of the body: _____	
Date of arrival: _____	Date of departure: _____
<b><u>Hotel Name: Novotel Brussels Airport</u></b>	
<b><u>Standard Room</u></b>	
<input type="radio"/> 11-03-19	129,00 euro (including breakfast)
<input type="radio"/> 12-03-19	179,00 euro (including breakfast)
<input type="radio"/> 13-03-19	179,00 euro (including breakfast)
Breakfast is included. City tax: € 5 per room per night is not included.	
<b><i>Two days prior to arrival the cancellation is free of charge</i></b>	
These rates are net and include services, taxes and VAT and are per night and per room.	

<b><u>PAYMENT METHOD</u></b>		
<b>Payment by Guest in hotel</b>		
We kindly ask you to guarantee the reservation and your registration to the meeting by credit card in order to secure the room for you in case of late arrival. Any non-guaranteed rooms will be released at 6pm.		
<u>Guarantee by credit card:</u>		
<input type="radio"/> Visa	<input type="radio"/> Mastercard	<input type="radio"/> Diners Club
<input type="radio"/> Eurocard	<input type="radio"/> American Express	
Credit Card holder: _____		
Credit Card Nbr : _____		
Expiration Date : ____ / ____		
In case of no show the owner of the card authorizes the hotel to charge the credit card for the total stay.		

<b><u>CONFIRMATION</u></b>	
Please mention your email address or fax number should you wish to receive a confirmation of your reservation;	
email:	_____
fax number:	_____

Please return the reservation form to the groups department to [xxx.yyy@accor.com](mailto:xxx.yyy@accor.com). After the above dates the rooms will be automatically released.

*In compliance with Regulation (EU)2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), you may exercise, at any time, a right to access, rectification and erasure of your Personal Data. You also have the right to limit or object to our processing of your Personal Data. For more information about the EA Secretariat policy on personal data protection, please go to EA web address”.*

## **ANNEX E - IMAGE RELEASE FORM**

I, ....., hereby declare that I consent to the use of my image, free of charge, by [EA] or [name NAB hosting EA event], on informative and communication materials in direct relation with the [EA event, date and place].

This declaration covers consent to the recording, fixation and incorporation of the fixed image, voice and/or utterances into videos and other works made by any entity on behalf of [EA] or [name NAB hosting EA event], as well as to the reproduction and use of the recorded image, voice and utterances and to the exploitation and use of works including such incorporated image, voice and utterances by [EA] or [name NAB hosting EA event] and any entities cooperating with [EA] or [name NAB hosting EA event].

I give my data freely, I have been instructed and I am aware of:

1. [EA] or [name NAB hosting EA event] Data protection policy available on .....
2. The right to have access to my data and obtain communication in particular with regard to:
  - a) the purposes of the processing;
  - b) the categories of personal data concerned;
  - c) the information about the recipients or categories of recipients to whom the personal data have been or will be disclosed, in particular recipients in third countries or international organisations;
  - d) where possible, the envisaged period for which the personal data will be stored, or, if not possible, the criterion used to determine that period;
  - e) the information about the existence of the right to request from the controller rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
3. The right to their correction (rectification).
4. The right to restriction of their processing where one of the following applies:
  - a) the accuracy of the personal data is contested by the data subject, for a period enabling the controller to verify the accuracy of the personal data;
  - b) the processing is unlawful, and the data subject opposes the erasure of the personal data and requests the restriction of their use instead;
  - c) the controller no longer needs the personal data for the purposes of the processing, but they are required by the data subject for the establishment, exercise or defence of legal claims;
  - d) the data subject has objected to processing pending the verification whether the legitimate grounds of the controller override those of the data subject.
5. The right to withdraw my consent to the use of data, including the image, at any time. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. The consent shall be withdrawn in writing (the form of an email sent to the address ..... is allowed).

I declare that I have completely read and fully understand the above release.

Place and date:

Signature: