EUROPEAN ACCREDITATION

Publication Reference **EA-2/**02 S5 **M**: 2022

Supplement 5 to EA-2/02 EA Procedure for the evaluation of a National Accreditation Body

Multilateral Agreement Council Procedure for making the EA MLA decisions by online ballot, in between meetings

PURPOSE

This document describes the process undertaken by the Multilateral Agreement Council when the decision on the EA MLA signatory status is made by online ballot, in between MAC meetings.

Authorship

This document has been prepared by the EA MLA Council (MAC).

Official language

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

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Further information

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Category:	Peer Evaluation Process documents - EA-2/02 S5 is a mandatory document
Date of approval:	10th May 2022
Date of implementation:	Immediate
Transitional period:	None

CONTENTS

1   SCOPE

This document establishes the MAC procedure for making the decision on the EA MLA signatory status in between meetings by online ballot.

2   DECISION-MAKING PROCESS

A.   The decision on the EA MLA signatory status in between MAC meetings by online ballot will be implemented in all the peer evaluation reports where there is clear agreement between the team, the Task Force Group (TFG) and the MAC Management Group (MAC MG) with a recommendation of approval/continuation without condition.

B.   Decisions shall be discussed in a physical or a remote MAC meeting in the following cases:

- peer evaluation reports where the team, the TFG and the MG are not in full agreement;
- peer evaluation reports where the following recommendations are included:
    - recommendation for extraordinary/follow up peer evaluation;
    - recommendation for additional information or progress report;
    - recommendation for a shortened re-evaluation interval;
    - recommendation for suspension;
    - recommendation for withdrawal;
    - recommendation for lifting a suspension;
    - decisions on new signatories to the EA MLA;
    - decisions in relation to appeals (e.g. reconsideration of a MAC decision).

C.   The remote decision-making process is an online ballot organized by EA, which includes four options: "yes", "no", "abstain" and "requires discussion".
When a member chooses 'requires discussion', the issues which requires discussion shall be included in the comment box.

In any case, if 25% or more of the MAC members choose the "abstain", "no" or "requires discussion" options, the online ballot result is not considered valid. In this case, the relevant peer evaluation report shall be discussed in a physical or a remote MAC meeting.

Nevertheless, even in cases there is less than 25% of the MAC members choose 'abstain", "no" or "requires discussion" options, the MG members will review all the comments received from the MAC in the online ballot, and based on the results of the review, they will make a decision on the need to discuss the report in a remote or physical meeting.
In this case, the EA MAC voting result is considered a temporary vote until the discussion of the peer evaluation report in a physical or remote meeting has taken

place. Until then, the national accreditation body is not informed of a positive result of the online ballot by the EA MAC Secretary.

NOTE 1: For voting rules see *EA-1/17 EA Rules of Procedure.*

NOTE 2: The same rules are applied for participation in a remote meeting as for a physical meeting.

D. The outcome of the online ballot, including the comments, is collated by the MAC Secretary, and transmitted to the MAC members in an anonymized way.