

Minutes of the Management Committee Meeting
on
Thursday 15th August 2019, commencing 14.00
at
UKAS, 2 Pine Trees, Chertsey Lane, Staines-upon-Thames, TW18 3HR

Members present:

| | |
|-----------------------|------------------------|
| Steve Russell (Chair) | NQA |
| Nonn Reynolds | BSI |
| James Gibb | Advanced Certification |

In attendance:

| | |
|-------------|-----------------------|
| Wayne Terry | ABCB, Chief Executive |
|-------------|-----------------------|

1.0 Apologies for absence
Wayne Thomas SIRA-CSA

2.0 Minutes of last meeting held on 17th April 2019
The minutes were agreed as a true record of the meeting.

3.0 Matters arising not covered elsewhere in the agenda

3.1 Director Numbers

Given that at recent meetings there have usually been three directors present, WT raised concerns that there is a risk of the management committee not being quorate. WT requested the directors to consider increasing the number of directors on the management committee to help alleviate the risk.

The directors clearly understood the need to increase the number of directors to reduce the risk identified.

Action: Identify potential candidates from the membership for discussion at the next meeting. WT

4.0 Chief Executive's report

4.1 Management accounts

WT had previously issued the latest (new style) management accounts up to the end of June 2019. Members were content with the reports.

4.2 Subscription update

WT issued a spreadsheet showing member payments:

- Subs invoiced: £54, 356
- Paid to date: £42, 137
- BASEC – not yet invoiced due to dispute over ‘in-scope’ turnover

4.3 Membership update

- Total 18 up 3 from 15 in January (19 including ACS)
- New member ABAC, BESCA & GCL (and ACS but still waiting for subs)
- In talks: ForeFront Certification, CIBSE, Interface-nrm & EQA (Ireland) – EFAC member
- Avalon Certification (Gary Charlesworth) resigned 6 Aug 19: £720, however, I understand that there are some major changes going on at the moment that will see Avalon emerge as a slightly different entity. Not a reflection on ABCB.

4.4 Change of Meeting Format

WT discussed the format of the Management Systems Sector Committee. In essence, WT felt the title was potentially restrictive in attracting new membership, because as previously discussed, the association has to appeal to other CB's outside just management systems alone.

Members present agreed that the existing meeting already covered more topics than the title suggested so agreed the meeting should be renamed the ‘Certification Committee’. In addition, SR suggested that the format should also be reviewed.

Action: Reformat the MSSC meeting.

WT

4.5 CEO Activities

WT outlined the activities undertaken in the past three months in support of members, that included but not limited to:

- BS95009 launch
- UKAS PAC – Joint PR ‘non accredited vs. accredited certification’
- UKAS/BSI Annual lunch
- EA GA (Rome)
- UKAS database workshop
- Elected to PAS 7050: Strategic Advisory Group – Safe Products to market
- Elected to PAS 1878: Strategic Advisory Group - Energy Smart Appliances

4.6 Business Developments

WT outlined and discussed the recent development opportunities to promote and support members;

- 4.6.1 ICO – GDPR: ABCB recognised as the voice of CB's to ICO.
- 4.6.2 OGUK (Oil & Gas UK): commercial opportunities for members.
- 4.6.3 The Gazette: In discussions for certified entities to include accredited certificates as part of their company profiles.
- 4.6.4 Consultant scheme: WT discussed to possibility of have ‘recognised’ consultants to help generate income. However, after discussion the meeting didn't think this would be appropriate.

4.7 SSIP Supporter Membership

Support membership was previously suggested by James Gibb. WT had held discussions with the Chair of SSIP and agreed membership would be a good opportunity to raise the profile of ABCB and confirmed that 'supporter membership' was free of any charges.

The meeting unanimously agreed that ABCB should become a 'supporter member of SSIP.

Action: Enrol ABCB as a 'supporter member' of SSIP.

WT

5.0 EFAC

WT gave an update on EFAC, including the following;

- a. Moved bank account to Bulgaria.
- b. In order to reduce travel cost the last EFAC meeting held by VC on 27th May.
- c. EFAC received a three month suspension from attending IAF for *Failure to Meet Voting Obligations*, apologies received from Ivan Savov – luckily the suspension was in a period when there was no IAF meeting.
- d. EFAC gained one new member - RINA Bulgaria.
- e. Associate applicant - QCS LLC of Azerbaijan.
- f. New website under development.
- g. EFAC introduced a new logo, which is a great improvement on the previous version portraying a more professional image.

In addition to the above WT outline an ongoing issue with EA where the voice of stakeholders seemed to be undervalued.

At the recent EA General Assembly of 22 and 23 May 2019 continued to highlight issues with EA not hearing the views of Stakeholders. There is clear concern amongst CB's that the voice of the EA stakeholders is not heard within EA.

Examples include:

- a) The new EA structure with Executive Committee and a Technical Management Board, but still no place for stakeholders.
- b) Concerns raised about EA Resolution 40 (2017) 13 from CB recognised stakeholders, EA Advisory and the European Commission being ignored.

Two issues continue regarding EA Resolution 40 (2017) 13.

"Given that Article R17(4) of Decision 768/2008 refers to the activity for which a body is notified, this means that the notified body may not provide consultancy services (such as technical assistance or provide advice on how to pass conformity assessment procedures) to any manufacturers of the kind of products it assesses, as described in the accreditation scope2".

This is out of step with ISO clarification and IAF.

- a) EA are continuing to ignore any approaches to amend, delay or scrap this Resolution,
- b) The bigger issue; EA's focus seems to have switched to managing impartiality.

Impartiality

Whilst CB's have always argued that the CASCO standards state impartiality is an issue to be managed by CBs/CABs, it is an area some concern that the Accreditation community have sought to have rules in place.

Backing this belief up, May 2019 EA General Assembly the following EA Resolution was passed:

EA Resolution 2019 (43) 17

The General Assembly, acting upon recommendation of the Executive Committee, agrees that the HHC starts a new work item to elaborate a guidance document on consultancy and independence of conformity assessment bodies in order to address concerns of stakeholders in regard to EA GA Resolution 2017 (40) 13.

EA have confirmed that this document will be based on the document presented to us in September 2018 (originally a COFRAC document) which CB's have not contributed to due to its distraction from the key issue (the Resolution).

Action

The CB community requested a meeting with Hans Ingels, Head of Unit, Single Market Policy, Mutual Recognition and Surveillance at the European Commission and Hans has agreed to meet with the CB's 25th September. EFAC will be represented by Ivan Savov (EFAC Chair).

6.0 Any other business

6.1 WT informed the meeting that discussions are still ongoing with UKAS over the potential of combined UKAS meetings with both ABCB and FCB.

7.0 Date of next meeting

The next meeting will be held at 14.00 on 14th November at UKAS, 2 Pine Trees, Chertsey Lane, Staines-upon-Thames, TW18 3HR.