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| **1.** PROPOSAL MADE BY: **EA SECRETARIAT**  on behalf of**: EXECUTIVE COMMITTEE** Date: **09 August 2018**  Individual Member Body  or Associate Member Body of EA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (name of the Accreditation Body)  EA Advisory Board:  (name of the Member + College)  Individual stakeholder and Observer:  EA Executive Committee:    EA Committee/Council: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (name of the Committee)  to the General Assembly: |
| **2**  Name of the document to be prepared/**Revised**: **EA-1/14 Procedure for Development and Approval of EA Documents and Adoption of ILAC/IAF Documents**  Area of application: **EA documents** |
| **3**  Justification for the proposal; identification of the need and target group: **The procedure shall be revised inter alia in order to:**   * **streamline the process for drafting and approving of documents. Examples are Terms of Reference from Committees, Brochures or Informative documents,** * **reintroduce informative documents under the category Members procedural documents,** * **implement the approval of informative documents by the relevant committee,** * **editorial changes in documents shall be made by the Secretariat, examples are versions of standards or legislations, new references to standards or clauses. If needed, in consultation with the relevant committee chair(s).**   Benefit: **Better and streamlined processes, faster approval/publication of documents with better, safer and streamlined processes as well as clarifications.**  **4**  Proposed classification: **UNCHANGED**   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Governance and Policy | Peer evaluation | Members procedural | | Application documents of CABs | | Secretariat and MS | Information, promotional | | Mandatory | Mandatory | Mandatory | Guidance | Mandatory  or Guidance | Informative | Mandatory for use by the Secretariat | Informative | | **x** |  |  |  |  |  |  |  |   Justification: |
| **5**  Is the subject matter being addressed either with EA or elsewhere (ILAC or IAF for example):  No, it is not(please make reference to this circumstance in the previous question) **NOT RELEVANT**  Yes (please provide information) |
| **6**  Resources required to prepare the proposed document: **It is a secretariat responsibility.**  Alternative solution available: |

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| 7  **Comment procedure to be applied for the document:**   1. To be circulated to **Executive Committee as the owner committee** for comments:  |  | | --- | |  |   Number of days  If less than 60 days, please justify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  B. To be circulated to **EA Members and stakeholders** for a 60-day comment period, if relevant:   |  | | --- | | 60 | |  |   YES  NO  If less than 60 days, please justify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |