

**IECEE**

**OD-2023-Ed.1.0**

**OPERATIONAL & RULING DOCUMENTS**

**RULES FOR OBSERVERS INVITED TO  
ATTEND THE IECEE MEETINGS,  
INCLUDING TASK FORCES AND  
WORKING GROUPS**

**OD-2023-Ed.1.0**

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**2001-10-19**

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## **IEC System for Conformity Testing and Certification of Electrotechnical Equipment and Components**

### **1. FOREWORD**

This document is aiming at to setting some essential basic rules for regulating the attendance of Observers in the following IECEE meetings:

- ◆ IECEE-CMC Certification Management Committee
- ◆ IECEE-CAG Chairman's Advisory Group
- ◆ IECEE-CTL Committee of Testing Laboratories
- ◆ IECEE-ACAG Assessment & Certification Advisory Group
- ◆ IECEE WGs Working Groups

### **2. IECEE-CMC Meetings**

Observers can only be invited on the discretion of the Chairman and the Secretary.

### **3. IECEE Chairman's Advisory Group meetings**

Its purpose is to prepare for the CMC meetings and in general assist the IECEE Officers in the planning, co-ordination and steering of the IECEE work.

In addition to the IECEE Officers, at the Chairman's discretion, the composition of this Group may vary depending upon the issues to be dealt with.

No observers are foreseen for this Group.

No alternate persons are foreseen for this Group, should the appointed Member be unable to attend.

### **4. CTL meetings**

Observers can only be invited on the discretion of the Chairman.

### **5. CTL Expert Task Forces and Working Groups**

Observers can be invited on the discretion of the Convenor who should inform the CTL Chairman and receive his agreement prior allowing the Observer(s) to attend the relevant meeting.



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### **6. Assessment & Certification Advisory Group**

No alternate persons are foreseen for this Group, should the appointed Member be unable to attend.

Observers can only be invited on the discretion of the Chairman and the Secretary.

In order to avoid duplication of common work between ACAG and PAAG, appointed members of the latter and who are not Members of ACAG, could be invited to attend the ACAG on the discretion of the Chairman and the Secretary.

### **7. IECEE Working Groups**

Observers can be invited on the discretion of the Convenor who should inform the IECEE Secretary and receive his agreement prior allowing the Observer(s) to attend the relevant meeting.

### **8. BEHAVIOUR**

The Observers are normally invited in order to bring specific advice on determined subject and act as experts.

The Observers who have been accepted to attend the above mentioned meetings shall behave in such a way that their presence do not unbalance the constitution of the meeting(s).

The Observers should avoid to expressing comments on issues for which their advice is not requested.

When requested to advise (by the Chairman/Secretary/Convenor), its opinion shall not be predominant so as to favour one or the other way of thinking expressed by the members.

### **9. CONFIDENTIALITY**

Observers shall be reminded by the Chairman or Convenor of the meeting of the confidential nature of the meeting and they shall be required to confirm their understanding of the confidentiality.