



**INSTITUTE FOR ACCREDITATION OF
THE REPUBLIC OF NORTH MACEDONIA**

**Regulation on the Constitution and Operation of the
Accreditation Board**



Pursuant to Article 14, Paragraph 1, Indent 1 of the Law on Accreditation (“Official Gazette of Republic of Macedonia” No. 120/09) and Article 13, Paragraph 2 of the Statute of the Institute for Accreditation of the Republic of North Macedonia, the Council of the Institute for Accreditation of the Republic of North Macedonia at its meeting held on November 12, 2020, adopted the following:

REGULATION ON THE CONSTITUTION AND OPERATION OF THE ACCREDITATION BOARD

I. General provision

Article 1

This Regulation shall establish the constitution of the Accreditation Board of the Institute for Accreditation of the Republic of North Macedonia (hereinafter: IARNM), its authorizations, and the procedures referring to the organization of the meetings and the preparation of minutes thereof.

II. Constitution and authorizations of the Accreditation Board of IARNM

Article 2

The Accreditation Board of IARNM (hereinafter: Board) shall comprise 3 members.

The Council of IARNM (hereinafter: Council) shall appoint the members of the Board, from within the Council members.

One of the members shall be nominated as President of the Board (hereinafter: President), and another one as vice - president.

In the case there is a conflict of interests for any matter for a Council member, the Council can nominate its deputy.

The Board members must be impartial and competent in the execution of their activities and must abide by the confidentiality requirements and the conflict of interests.

Article 3

The Board shall perform the following tasks and duties:

- Supervise the IARNM Director’s work (hereinafter: Director) in reference to his/her decisions in the accreditation procedures and other procedures for evaluation of the competency of conformity assessment bodies; and
- Submit to the Council of IARNM the draft decisions for granting, refusal, suspension, and withdrawal of the accreditations as well as other decisions in line with the accreditation procedure and other assessment procedures for the competency of the conformity assessment bodies in cases of conflict of interests between the Director and the Client and in cases when the Director is away for a longer period.

Article 4

The Board shall operate on regular and extraordinary meetings.

In order to review the documentation on the basis of which the Director adopts decisions for accreditation, the regular meetings shall be convened at least once a year, in the premises of IARNM. The presence of the Director and the Quality Manager shall be mandatory at all regular meetings.



Extraordinary sessions shall be convened by the President, at the request of the Director or the Council in cases of conflict of interests.

A conflict of interest case can be considered any situation whereby the Director of IARNM has any kind of business or other interest relations to an accredited body or a body pending the accreditation process.

By way of an exception, according to the manifested needs and when the conditions allow it, the meetings can be opened and conducted remotely using means of communication (telephone or conference connection using Internet communication and software tools) and this shall be considered a regular meeting.

III. Convening meetings, adopting the Agenda, and material preparation

Article 5

The President shall convene the meetings of the board, or if prevented, the Vice president.

All the members of the Board, the Director, and the Quality Manager shall be notified on the forthcoming meeting at least 8 days in advance. The Agenda and any of the meeting's support materials shall be delivered at least 5 days in advance.

Article 6

The President may invite other persons at the meeting, when additional expertise or more detailed information is necessary in view of specific items on the Agenda.

Article 7

The presence/participation of the Board members at the meetings shall be obligatory.

If a Board member is prevented from attending/participating at a convened meeting, he/she shall notify the President by explaining the reason for the absence from the meeting at least three days in advance.

Article 8

The meeting's invitation shall consist of:

- Ordinary number of the meeting;
- Date, hour and location of the meeting;
- Agenda; and
- List of the invited participants at the meeting and any guests for specific items on the Agenda.

IV. Chairing the Board meetings

Article 9

The Board meetings shall be chaired by the President and in case of his/her absence, by the Vice -president.

The President shall perform the following tasks:

- convene and chair the Board meetings;
- propose the Agenda;
- formulate the draft decisions and Board positions;
- sign the meetings' minutes, the Board reports, decisions, and other documents related to the Board's work; and
- monitor the implementation of the adopted decisions of the Board.



Article 10

Before the meeting begins, the President shall ensure that a quorum is present. The quorum shall be provided if the majority of the members of the Board are present at the meeting, i.e. participate by any communication means.

Article 11

The President shall open the meeting by proposing the Agenda and the request for its approval by voting. Prior to voting, every Board member shall have the right to suggest amendments to the Agenda.

For each meeting, the President shall nominate a Minutes Taker from within the Boards members.

Article 12

Once the Agenda is adopted, the President shall invite all the Board members to participate in discussions.

The participants invited as guests for specific Agenda items can participate in the discussions related only to the topics for which they were invited without the right to decide.

The participants from Paragraph 2 of this Article can be present at the meeting only in view of the Agenda items for which they were invited.

The President shall have the right to limit the discussion.

Article 13

After discussing of all the Agenda items, the President shall propose the adoption of the decisions and put them for voting.

Article 14

In cases when decisions are to be made for which there is not enough data in the attached documentation/records, the President may adjourn the meeting and reschedule it for another date when the necessary documentation or opinions from experts in the relevant field are provided.

V. Decisions of the Board

Article 15

Any decision of the Board shall be considered adopted when more than a half of the Board members participated at the meeting (or if the quorum is provided), and the majority of them vote for it.

As a rule, all the decisions of the Board shall be adopted consensually.

In this Regulation, consensually shall refer to the fact that decisions are made when all the opinions and stances of the Board members are taken in consideration during the discussion, and all major disagreements are resolved.

Article 16

The decisions shall be recorded in the minutes exactly as they have been adopted.

VI. Meeting Minutes

Article 17

Minutes shall be kept for every meeting.



The Minutes shall include the following data:

- ordinary number of the meeting;
- date, time of beginning and concluding of the meeting;
- location of the meeting;
- the list of present Board members and other invited persons;
- the Agenda;
- the adopted decisions;
- certain parts of the discussions or statements of the Board members if they request the same to be recorded in the Minutes;
- signatures of the Minutes Taker and the President or the Vice-President.

Article 18

A signed copy of the meeting Minutes shall be delivered to each Board Member, the Council President and the Director of IARNM within a timeframe of 10 days after the meeting was held, and the electronic version of the report shall be delivered to the Quality Manager.

The other participants invited at the meeting of the Board shall receive only the part of the Minutes referring to their presentation, discussion, or statement.

Article 19

Every Board member can submit an objection to the meeting Minutes, if he/she deems that the records do not correspond with his/her discussion/stance at the meeting.

The objection shall be submitted within 8 days after receiving the report.

The minutes are internal documents and their public announcement is not allowed.

Article 20

The organizational, administrative and technical affairs related to the meetings shall be carried out by the Department for Legal and General Affairs of IARNM. The original copies of the minutes, decisions, reports, and other materials from the meetings of the Board shall be kept by the Department for Legal and General Affairs.

VII. Final provisions

Article 20

With the entry into force of this Regulation, the Regulation on the Constitution and Operation of the Accreditation Board dated 16.07.2010 shall cease to be valid.

Article 21

This Regulation shall enter into force on the day of its adoption.

Date: November 12, 2020

Authorised signatory
Vide-President of the Council of IARNM
Tatjana Tasevska m.p.