



NEMZETI AKKREDITÁLÓ HATÓSÁG

National Accreditation Scheme

Order of Procedure of the Impartiality Advisory Body

NAR-87

Edition 2

Entry into force: **2 December 2016**

Table of contents

1.	Objective of establishing the Impartiality Advisory Body	Page 4
2.	Task of the Impartiality Advisory Body	Page 4
3.	Composition of and convening the Impartiality Advisory Body	Page 5
4.	Operation of the Impartiality Advisory Body	Page 5
5.	Entry into effect of the order of procedure	Page 6
<u>Annex:</u>	Declaration on confidentiality	Page 7

1. Objective of establishing the Impartiality Advisory Body

The National Accreditation Authority (hereinafter: NAH), in accordance with point 4.3.2 of Standard MSZ EN ISO/IEC 17011:2004, in order to ensure its operation by impartiality, it involves the interested parties in the supervision of the impartiality of its activity.

The Director General of NAH establishes the Impartiality Advisory Body, whereby an opportunity is created for a broad circle of interested parties for balanced and effective participation in establishing the Impartiality Policy of NAH and in the supervision of its activities in terms of impartiality.

2. Tasks of the Impartiality Advisory Body

The Impartiality Advisory Body (hereinafter: IAB) is a continuously operating organisation of NAH.

It has been convened to enable NAH to have an independent organisation which is suitable for the supervision of impartiality of its activity and to give opinion on questions raised in relation with impartiality in the course of its operation.

Based on 4.3.2 of Standard MSZ EN ISO/IEC 17011:2004, the tasks of IAB include the following:

- participation in the development of the impartiality policy of NAH;
- review of the impartiality aspects of the assessment, decision-making processes of the accreditation and surveillance procedures;
- control of the impartiality of staff involved in the assessment, decision-making processes of the accreditation and surveillance procedures;
- Review of the impartiality aspects of complaints and appeals submitted to NAH
- giving opinion on the risk assessment of the impartiality of NAH;
- giving recommendations on the introduction of measures for the purpose of ensuring impartial operation.

In the interest of effective fulfilment of their tasks, members of IAB have the following rights and obligations:

- participation in IAB meetings, giving opinion, making proposal and voting;
- access to information necessary for the effective fulfilment of tasks;
- making proposals for measures to ensure impartiality;
- giving opinion in writing and voting;
- if concern is raised regarding the impartiality of NAH, or NAH does not introduce the proposed necessary measures, informing the competent person at the Ministry for National Economy providing supervision.

- he/she is obliged to keep the rules of confidentiality, that is, information obtained during the activities performed cannot be disclosed to third parties, they can exclusively be used in the fulfilment of tasks for NAH and in the interest of NAH, an exception is when a concern is raised endangering impartiality which must be communicated to the Ministry performing supervision.

3. Composition of and convening the Impartiality Advisory Body

The Impartiality Advisory Body has 20 members who are requested in writing by the Director General of NAH to participate. Members requested to participate respond in writing if they accept membership in IAB or give their negative response.

Composition of IAB:

- Chairman of the IAB is the Director General of NAH
- 3 members representing accredited organisations,
 - a) EUROCERT Minősítő és Tanúsító Kft.
 - b) National Meteorological Service
 - c) DRV Dunántúli Regionális Vízmű Zrt. (Transdanubian Regional Waterworks)
- 3 members representing the following governmental organisations,
 - a) Ministry of National Economy
 - b) Ministry of Agriculture
 - c) Ministry of Human Resources Health State Secretariat
- 10 members representing the following technical, social, interest representation organisations,
 - a) Association of Environmental Manufacturers
 - b) Hungarian Chamber of Engineers
 - c) National Association of Employers and Manufacturers
 - d) Association of IT, Telecommunication and Electronic Enterprises
 - e) Hungarian Chamber of Commerce and Industry
 - f) Trade Union Federation of Intellectuals
 - g) LIGA Trade Unions;
 - h) National Federation of Works Councils.
 - i) National Association of Young Entrepreneurs
 - j) National Confederation of Hungarian Trade Unions
- 3 members representing the following higher education institutes:
 - a) Budapest University of Technology and Economy,

- b) West Hungary University
- c) Dunaújváros University

Members of the Advisory Board are entitled to decline their membership in writing at any time.

4. Operation of the Impartiality Advisory Body

Meetings of IAB are called by the Director General of NAH in an electronic mail including the proposed programme, at least twice a year. If necessary, extraordinary meeting can also be held.

An IAB meeting forms a quorum when 2/3 of the members are present.

Working methods of IAB can be the following:

- on-site meetings are held of which attendance sheet and minutes are made,
- electronic conferences, exchange of opinions are conducted of which again summary is prepared indicating the participants,
- both at site meetings as well as in electronic coordination, final, joint opinion is established by voting,
- voting can be considered effective if 2/3 of the members are in agreement. If it is not fulfilled, work and voting must be continued until votes achieve a proportion of 2/3.

All records and the prepared closing report prepared during the operation of IAB shall be recorded and archived by NAH.

In electronic correspondence, everyone responds to everyone concerning the given issue and the result of the voting is achieved when letters submitted are aggregated and results are shared.

When coordination is done by the phone, conversation on the phone must be recorded in writing and the written document must be circulated. Acceptance is achieved by written confirmation of the agreement.

5. Entry into effect of the order of procedure

The present order of procedure was discussed and adopted by the members of the Impartiality Advisory Body at its meeting held on 2 December 2016 and was entered into effect.

Annex:

DECLARATION ON CONFIDENTIALITY

I, the undersigned,

..... (name)

place and date of birth:

.....

ID No.:

as a member of the Impartiality Advisory Body of the National Accreditation Authority, I declare concerning all facts, circumstances, data, information I became aware of or that are made available to me in the course of my activities in the Impartiality Advisory Body of NAH that I

- will handle those confidentially,
- will not disclose those to third persons,
- will not make statements thereon to third persons and/or the media without the permission of the Director General of NAH.

I note that this obligation of secrecy is valid for 5 years following the termination of my membership in the Impartiality Advisory Body.

I note that the infringement of the obligation of secrecy entails the legal consequences contained in par. 2:51 -2:53 of Act V of 2013 on the Civil Code – compensation liabilities in particular.

Done in Budapest,

.....
signature