



**PERMANENT DOCUMENT**

**ENEC 302**

**Rules of Procedure  
for the ENEC Certification Scheme operating within the  
European Certification System (ECS)**

|                |                                   |                 |
|----------------|-----------------------------------|-----------------|
| Approved by:   | ECS General Meeting 22/23-04-2009 | No. of pages: 3 |
| Date of issue: | June 2009                         |                 |
| Supersedes:    | PD ENEC 302 - April 2008          | Page 1 of 3     |

# **Rules of Procedure for the ENEC Certification Scheme operating within the European Certification System (ECS)**

## **0 Reference to the ENEC Agreement**

Art. 5 of the ENEC Agreement:

*Matters concerning the operation of this Agreement will be dealt with by the ENEC Certification Scheme Members through established procedures.*

## **1 Function**

1.1 The function of the ENEC Certification Scheme Members operating within the European Certification System (ECS) is to manage the activities relating to the ENEC common European Mark for electrical equipment and to take all necessary actions thereto.

1.2 Matters of a general nature concerning the ENEC Certification Scheme and those in common with other ECS certification schemes will be managed by the ECS General Meeting.

1.3 Matters relating specifically to the ENEC Certification Scheme shall be managed in ENEC agenda items within an ECS General Meeting.

## **2 Participation in ECS General Meetings**

2.1 All CBs who are members of the ENEC Certification Scheme will be members of the ECS and will participate in the ECS General Meeting.

2.2 Each member CB of the ENEC Certification Scheme shall nominate one delegate to participate in the ECS General Meeting.

## **3 Organisation and procedures**

3.1 The organisation and procedures of the ENEC agenda items of the ECS General Meeting will be managed in accordance with ECS rules and procedures.

3.2 A quorum of 2/3 of the ENEC Certification Scheme Members shall be represented at an ECS General Meeting to validate common decisions on behalf of the ENEC Certification Scheme which shall then be binding on the ENEC Certification Scheme.

## **4 Permanent Documents (PDs) and Operational Documents (ODs)**

Rules and guidelines for the operation of the ENEC Certification Scheme are laid down by the ENEC Certification Scheme Members in "Permanent Documents" (PDs) and "Operational Documents" (ODs).

## **5 Funding**

- 5.1 Each member will bear its own expenses for participating in the ENEC Certification Scheme.
- 5.2 General Meeting locations will be provided by the Member who agreed to host the meeting.
- 5.3 The yearly agreed amount of the secretariat costs for the ECS and its Certification Schemes (including the ENEC Certification Scheme) will be apportioned between the signatories of the Schemes according to ECS Subscription Rules.

## **6 Working Groups**

ENEC Certification Scheme Stakeholders will be invited to participate in Working Groups when the subject is of special interest to them. The creation of Working Groups will be coordinated with other ECS Certification Schemes that have similar issues under discussion.

---