



Accredited Conformity Assessment Bodies' Council

Charter

Version 3.3 as of February 4th, 2021

It is formed between the undersigned and all other organizations who adhere to the present statutes a non-profit association which will be governed by the French law of the 1st of July 1901, through its implementing decree of the 16th of August 1901 as well as all current and subsequent laws amending these statutes.

1 Name

The name of the organization is **Accredited Conformity Assessment Bodies – Council**.

The acronym is: **ACAB-Council**, in short **ACAB'c**.

2 Objectives

a.) To harmonize amongst accredited Conformity Assessment Bodies (CAB) a comparable/ standardized application of the conformity assessment requirements by different CAB in respect with

- I. REGULATION (EU) No 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (eIDAS);
- II. Requirements of the CA/Browser Forum and from Browser Root Store Policies;
- III. Technical Specifications and standards relevant for conformity assessments according to I. and II;

b.) To setup and maintain an ACAB'c **Code of Conduct** for accredited conformity assessment bodies (ACoC).

c.) To publish a list of accredited conformity assessment bodies competent in the field of electronic identification and trust services for electronic transactions. The list shall be published at least via the webpage of the ACAB'c.

d.) To establish and promote a graphical ACAB'c logo to be used by CAB members (Category A) of the Council.

e.) To seek and to coordinate representational activity where this would be of general benefit to the members as well as to stakeholders.



- f.) To encourage, promote and enable the exchange of information between the member organizations.
- g.) To encourage and support the regular occurrence of conferences and other events and projects, addressing issues of common concern to all member associations, within or outside the framework of other meetings.
- h.) To produce and/or endorse policy statements and position papers on key issues such as technical and organizational standards and regulations which are of interest to third parties.

3 Membership

- a.) Membership is open to any organization competent in the field of electronic identification and trust services for electronic transactions.
- b.) There are two membership categories:

CAB Member (Category A member; Cat. A):

These are conformity assessment bodies (CAB) accredited by a EA or IAF member according to ISO/IEC 17065 + eIDAS Art.3.18 scope of accreditation in the area of electronic identification and trust services for electronic transactions which have declared to strictly follow the ACoC. Such a declaration shall be handed in to the ACAB'c on application of the CAB to the ACAB'c.

Associate Member (Organizations and Companies, Category B member; Cat. B)

These are organizations directly or indirectly concerned by accredited CAB and their work. Typical Associate Members are trust service providers (TSP), supervisory bodies (SB), European Standards Organizations (ESO) and manufacturers of technical equipment used by TSP as well as consumer protection organizations.

- c.) Admission to ACAB'c requires that the objectives of the candidate organization and the ACAB'c are in broad agreement. Membership applications are checked by ACAB'c general secretary and the final acceptance will require the approval by a simple majority of existing CAB Members and the payment of the membership fees. Between the positive admission vote and the effective fee payment, the applicant becomes the status of « temporary CAB Member » or “temporary Associate Member” and may be listed on the ACAB'c website.
- d.) Each member organization should normally be represented by one or a maximum of two formally mandated nominees.
- e.) The CAB Member membership automatically ends in case the CAB eventually loses its accreditation as specified in section 3.b.



f.) The ACAB'c membership automatically ends in case a member does not pay its annual fee to the Council within 3 months from the due date of June 30th each year – the exit date herewith is September 30th of the ongoing year.

4 Organization

a.) The ACAB'c Board (in the following called the Executive) is composed of the chairman and the treasurer as formally mandated representatives. Other roles, e. g. Vice-Chairs or the Secretary, may be defined but are not required to be officially registered according to the French law.

b.) The Executive shall be appointed for a term of two years. The appointment can be renewed at the discretion of the Council. In order to appoint or reappoint the Executive, the approval of a simple majority of existing council members is required. The duties of the Executive shall be to draw up the agenda for the Council's annual General Assembly, to prepare the financial report and the meetings, and to coordinate the dissemination of information between meetings.

c.) The Chairmanship of ACAB'c will be allocated to a CAB Member on a rotating basis, preferably for a term of two years.

d.) Business operations are in the duty of the Executive

e.) ACAB'c representation or duties in order to achieve the objectives of the ACAB'c as stated in section "2. Objectives" are achieved by allocation of such representation or duties to ACAB'c members on a voluntary basis.

f.) A former chairman or vice-chairman could be designated "ACAB'c honorary member" in case of an outstanding contribution to the Council. This title allows the participation in any ACAB'c meeting, however without any vote rights. It may be awarded for a lifetime or withdrawn with a positive simple majority vote of the CAB members.

g.) Technical experts may be invited to ACAB'c meetings in view of their fields of expertise and without any membership consideration. They have no voting rights and do not represent their organisation.

5 Headquarters

The headquarters are located at 72 boulevard Edgar Quinet, Paris 75014 – France.

6 Meetings

a.) The Council meets once a year for a General Assembly. Other meetings can be held as required.



b.) The quorum during the General Assembly is represented by the ACAB'c members present in that meeting.

Decisions are taken as specified in section 7 below.

c.) The appointed Executive must attend the General Assembly meetings.

d.) The Executive shall prepare an annual report. The report including the treasury needs to be approved by the members and the Executive must be relieved.

7 Decision-making

a.) Representatives of the member organizations attending meetings must have mandates from their executive boards to vote on agenda items. The agenda will be circulated at least two weeks in advance of the meetings.

b.) The ACAB–Council will aim for consensus when making decisions. Where issues are put to the vote, a simple majority will apply unless otherwise stated.

c.) Voting can be performed informally during meetings or in written form.

d.) The right to vote is exercised by member organizations in good standing present at meetings (i.e. subscriptions and other obligations are paid and fulfilled up-to-date). In special cases, the ACAB'c can ask for a written vote of the members out of meeting occasions.

7.1 General

a.) Each member organization shall have one vote, no matter how many representatives the organization is represented by.

b.) The members of the Executive may vote for the organization they represent. They do however not have a separate vote in their Executive role.

7.2 Decision making on Charter, CoC or membership (CAB Member only)

a.) A simple majority of CAB Members (Cat A) voting members will be required to dissolve the ACAB'c, to change the Charter (including the membership fees) or to change the Code of Conduct (CoC). Associate Members (Cat B) have no right to vote in this fields.

b.) The council can grant CAB or Associate Membership (Cat A or B membership) to organizations if the reasons put forward are deemed to justify this. A simple majority of the existing council CAB Members (Cat A) is required.

7.3 Decision making at the simple majority by the General Assembly on annual reports by all ACAB'c members (CAB and Associates)

a.) No further content.



7.4 Decision making on other matters (CAB Members/Cat A only)

a.) Publications in the name of ACAB'c

The decision process for publications/communication is as following: e-mail decision basis with time limit (polling). A decision process can be initiated by any CAB Member (Cat A) member.

8 Publications

a.) Publications/communication shall be based upon a decision according to section 7.4.

b.) The ACAB'c will publish and maintain the list of CAB Members (Category A) according to section 2.b, publish its ACAB'c Code of Conduct (ACoC), position and policy papers, briefing notes, recommendations and similar documents.

c.) The ACAB'c will setup and maintain a website for the dissemination of information to members and to other interested parties.

9 Finance

a.) Each member organization agrees that a ACAB'c membership involves making a financial contribution to the ACAB'c. This contribution will support the administrative costs of the Council.

b.) The full annual membership subscription fee is decided each year during the General Assembly and published on the website. Associate (Cat B) members have a reduced contribution. The annual membership fee may be reduced to zero if the financial situation is adequate to cover the planned budget for the year.

The ACAB'c may accept free memberships for Associate organizations (Cat B), in case their contribution is of outstanding benefit for the council and the payment means an insuperable organizational or financial hurdle to them.

Except for new members, fees are to be paid each year by the 30th of June. New members have a 3 month delay to pay their fees from the date of the positive admission vote by the ACAB'c board.

For new members admitted in the course of the year, a pro-rata fee calculation on a monthly basis applies, i.e. a positive admission vote by the ACAB'c board during the month « n » implies a fee ratio of $(12-n+1)/12$.

c.) A budget status for the past year (statement of income and expenditure, and a balance sheet) and a budget plan for the following year will be prepared by the Executive for approval at each annual meeting. The budget may include a proposal for changes in membership contributions, which are subject to approval.



d.) The Council may make proposals to bodies to support the costs of projects including publications, surveys, public relations, lobbying activities, training workshops and website development.

10 Dissolution

Should the Council be dissolved, any funds held at that time will be distributed between the members in good standing at the time of dissolution. CAB Members (Cat A) will receive an amount equal to twice the amount that Associate (Cat B) members receive.