

# Declaration of Establishment of 4E-CZ

On 30 May 2002 the representatives of the below specified entities met in Prague to discuss the possibilities of closer mutual cooperation which would follow up the cooperation among European organisations EUROLAB, EURACHEM, EUROMET and EA (EEEE) in the conditions of the Czech Republic.

The representatives of the involved entities

**EUROLAB-CZ (formerly CZECHOLAB)**

**EURACHEM-CZ**

**Czech Metrology Institute**

**and**

**Czech Accreditation Institute**

have agreed, with regard to international relationship of their activities, on cooperation which is to be presented under the designation 4E-CZ, and have accepted the following

## Principles of Cooperation 4E-CZ

### **1. Scope of Activity**

Scope of activity of 4E-CZ is the ensuring of continuous mutual cooperation in the sphere of activities of individual entities, in direct relation to European cooperation among EA, EUROLAB, EURACHEM and EUROMET. This cooperation will be implemented through mutual discussions of matters of common interest, by adopting common conclusions based on general consensus, and enforcement of common interest in relation to other entities (state administration, business sphere etc.).

The cooperation will be focused on gradual fulfilment mainly of the following tasks:

- preparing joint policy and co-ordinate mutual cooperation among individual partners,
- proposing projects for supporting qualification and the activities of testing and calibration laboratories and their accreditation; monitoring the implementation of these projects by authorised working groups,
- ensuring correct information flow between 4E-CZ working groups and participants and monitor the progress in the groups,

- supporting qualification and financial effectiveness in the field of testing and calibration laboratories,
- approving common workshops where appropriate,
- discussing sensitive matters and issues of mutual cooperation in cases when they cannot be resolved at the working group level.

## **2. Control Structure**

The activity of 4E-CZ is controlled by Council formed by the top representatives of the 4E-CZ participants. The Council meets at least once a year in order to state principal objectives of their cooperation. The Council shall also be convened on request of at least two of the participants. Top representatives of the participants may invite at least one other representative (CZECHOLAB two) of the participant, possibly delegate a deputy, to the Council meeting.

On the basis of the participants' agreement, representatives of other entities will be invited to the Council meeting, namely those that make use of the services of accredited laboratories.

The Council meeting is convened by the participant, who in a given period, ensures secretarial services of 4E-CZ (hereinafter only „Secretariat“). The Secretariat provides organisational background for 4E-CZ's activities. Individual participants alternate in ensuring the secretarial services, as a rule in one-year period. The order of alternation shall be decided by the Council.

## **3. Performance of Activities**

4E-CZ performs its activities through working groups established by the Council ad hoc or by means of standard structures of individual participants provided by the participants to fulfil the tasks set by the Council. The heads of these structures shall regularly inform the Secretariat of the progress in the fulfilment of the tasks, and the Secretariat shall mediate the transmission of the information to all participants of 4E-CZ.

This revised version of the document substitutes original Declaration from March 11, 2003.

Prague, 18 November 2004