

Specification

ELEA Executive Committee



1. Mandate

The Executive Committee bears the responsibility for the ELE program by order of the Board within the framework of the predetermined strategy.

In particular, the Executive Committee is specifically responsible for:

- The maintenance and development of all documents as listed in the appendix.
- The assignment of the Office regarding the maintenance of the register.
- The establishment and functioning of the necessary operative organisational structures.
- The acceptance and recording of an applicant into the register.
- The bestowal of the ELE certificate to successful candidates.
- The deletion of an applicant in the register.

2. Reporting

A delegate of the Executive Committee reports regularly to the Board and participates personally in a board meeting once a year.

3. Strategy

The Executive Committee develops proposals for the further development of the ELE program and submits them to the Board.

4. Duties in case of opposition proceedings

The Executive Committee is the ultimate body dealing with appeals. The committee makes a final decision after hearing all participants and under consideration of the QSK (Quality Assurance Commission).

5. Relationship to the QSK

The Executive Committee acknowledges the members of the QSK (Quality Assurance Commission). It nominates the chairman of the QSK from the ranks of the QSK members. It commissions the QSK with the tasks related to quality assurance of the examination according to the document «Examination regulations and quality management». The QSK is not authorised to issue instructions on technical issues.

6. Members

The Executive Committee consists of a maximum of 8 delegates from the member countries. They are elected by the Board. Only two delegates per country are permitted.

The term of office is two years; re-election is possible.

The Executive Committee elects one of its members as chairman. It defines its own organisational structure and constitutes itself.

7. Legal validity

The German version alone shall be legally binding.

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Appendix: Documents to be maintained and developed by the Executive Committee:

- Educational objectives for the ELE – interior lighting / exterior lighting
- Abstract of the educational objectives
- Examination regulations and quality management
- Registration
- Registration certificates
- Code of conduct
- Business plan
- Organisation chart