

Rules of the European Association for the Management of the Training and Certification in Value Management (EGB)

October 6, 2012

1 Introduction

1.1 The Value Management (VM) Training and Certification Scheme (TCS)

The purpose of the EGB is to help the promotion, dissemination and progress of the certification of those who, in Europe, are active in VM and related disciplines by harmonising the practices of national organisations. It seeks to achieve this through the development of consistent approaches to Value Management across Europe through a competence based Training and Certification Scheme. The TCS was developed, under European Community sponsorship, by all the VA/VM societies of European Union member states and is the culmination of a series of projects to promote Value Management in Europe under the SPRINT Programme.

1.2 The EGB general competence

The EGB is generally responsible for overseeing the development and dissemination of the European TCS, administering it, achieving consistency in the different countries adhering to it and ensuring it is properly implemented.

1.3 EGB decisions

The Executive Committee, the Board of Directors and the General Assembly can make decisions on behalf of the EGB.

The EGB decisions are final. A country that does not comply with these decisions may temporarily or permanently be excluded from the EGB and the European TCS.

2 Specific EGB matters

2.1 Composition

The Association is composed of members that may be individuals or legal or non legal entities. There are three types of members:

Full members are representatives of either national value associations(NVAs) or national certification organisations (NCOs) that have committed to apply the TCS, abide by the rules of the EGB and met or have clear plans to meet requirements,

Associate members are NVAs or NCOs that are interested in applying the TCS but are not yet Full members,

Observing members are individuals and entities interested in VM and the TCS but not intent on applying it.

All members form the General Assembly which meets from time to time to vote, among other points, on changes to Rules and Value for Europe, and for the Extraordinary General Assembly on changes to the Statutes.

Full members form the Board of Directors which is the primary decision making body.

Members from the Board are elected to form the Executive Committee which deals with issues between Board meetings and is accountable to the Board.

Nomination of representatives of member entities

Each representative of a member entity to the General Assembly or the Board of Directors must be officially nominated by that entity through a letter signed by its president or chair. An entity can change its representative at any time.

2.2 Multiple representation

For countries that have only one NVA or NCO, this NVA/NCO will be considered as fully representative. For countries where there are several NVAs, one only can be a full member of the Association, NVAs can agree between themselves the one which will be officially representing the country at the EGB and that will be a full member of the Association, other associations can be associate members or observing members.

In case of disagreement or dispute concerning representation, the EGB Board of Directors will decide without appeal.

2.3 Voting of the EGB

NVAs and NCOs of countries of different populations participate in the TCS. The number of votes for each Full member is broadly based on CEN for weighted votes, that is:

IITR (Austria)	6
AVD (Belgium)	5
AFAV (France)	10
VDI (Germany)	10
SHVA (Hungary)	6
AIAV (Italy)	8
DACE (Netherlands)	6
APAV (Portugal)	6
IAT (Spain)	8
IVM (United Kingdom)	10
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Total voting	75

Observing members are Norway and Claude Jouineau.

Members other than the Full members have one vote only.

These numbers of votes are used for the voting taken at a Board of Directors or the General Assemblies. Rules to determine them can be changed by a two-third-majority of the number of votes at a Board meeting.

2.4 Officers of the Association

The Officers of the Association comprise the President, Treasurer and Secretary General. Together they form the nucleus of the Executive. The duties of the Officers are specified in the Statutes.

They must be Board members and are elected by the Board for 3 years and can be re-elected for another period of 3 years. After that they may not be re-elected to the same post without a year's break but may stand for election to another official position.

If a Full member decides to change its representative, who is an Officer, the mandate of the latter ends at once. A new Officer is elected for a full 3 year mandate, as soon as possible. During the interim period, the remaining members of the Executive Committee nominate an acting Officer and convene a Board of Directors meeting as soon as possible. If that meeting cannot be convened within a reasonable timeframe, a postal ballot will be used for the election.

At the end of their mandate(s) (except when changed by their NVA) or if they resign following at least one year of their mandate, Presidents automatically become Past Presidents for 1 year and, as such, members of the Executive Committee.

The representative of a Full member cannot be elected as an Officer if that Full member has not paid a contribution that was due.

2.5 Executive Committee

Members of the Executive Committee other than the statutory members who are the President, immediate Past President, Treasurer and Secretary General are elected for a 3 year mandate. Following their mandate, they can be re-elected immediately.

If a member of the Executive Committee (other than the statutory members), is replaced by its NVA/NCO, the new representative of the Full member will not sit on the Executive Committee without a ballot of the Board of Directors. The mandate of any representative elected to replace a departing member of the Executive Committee will end when the mandate of the member he is replacing would have ended.

The representative of a NVA cannot be elected a member of the Executive Committee if that NVA has not paid a contribution that was due.

2.6 Meetings of the Board of Directors

The Board of Directors will meet at least twice a year.

One meeting will take place between the 1st of May and 15th of July of each year and will, among other things

- Elect members of the Executive Committee whose mandate has ended, including the President.

The other meeting will take place between the 1st of October and 30th of November and will, among other things

- Examine the financial statement for the past year and vote the budget of the coming year.

2.7 Meetings of the Executive Committee

The Executive Committee will meet when necessary, the President will call the meetings. To minimize travel expenses, Executive Committee meetings may be held by teleconferencing or e-mail or any electronic way, except under special circumstances. All EGB members will be advised as soon as feasible of any decision made by the Executive Committee.

The Executive Committee reports to and seeks approval of the Board of Directors.

3 Funding and administration

Contributions will be determined each year by the Board, and are only due from Full members. The votes of a representative of a full member to a Board of Directors meeting are not valid if the full member has not paid the contribution that should have been paid at the time the meeting takes place.

The sharing of the global contribution owed annually by the Full members of the Association is proportional to their number of votes. Exceptions to that sharing can be decided by the Board of Directors.

The funds of the EGB will be used to meet agreed EGB activities voted on by the Board of Directors. Their allocation will be controlled by the Executive Committee. Travelling expenses to Board meetings will not be paid, unless the level of contribution is fixed to allow for this.

The funds of the EGB are used for expenses necessary to meet purposes enumerated in article 2, these expenses having been voted by the Board of Directors. For the payment of expenses exceeding 5 000 € the dispositions specified in article 14 of the statutes must be applied.

The president can incur estimated expenses up to a limit of 2 000 € without referring to the Executive Committee.

The President may grant commissions to members of the Association or external bodies or persons non members of the Association, if it is in the interest of the Association. Payment of commissions in excess of 500 € must be approved by the Board.

4 Remit of the EGB

The role and responsibilities of the EGB are as follows:

1. Develop, disseminate and maintain the TCS

- 1.1. General responsibilities of the EGB
- 1.2. General Responsibilities of members NVA/NCOs
- 1.3. Promote VM in general and the TCS in particular

2. Ensure consistency of procedures and arbitrate disputes relating to the TCS or its application

- 2.1. Achieve consistency in training and certification levels and practice, as specified in Value for Europe
- 2.2. Monitor composition and operation of juries
- 2.3. Arbitration of complaints
- 2.4. Audit TCS application
- 2.5. Control national developments and consistency

- 2.6. Recommend reference documents about Value Management
- 2.7. Ensure conformity to ISO 17024
- 2.8. Endorse NVA approvals for TTT courses and qualify trainers of trainers
- 2.9. Define reciprocal agreement with NVAs that are not part of the European TCS.

3. Approve and guide new NVAs and NCOs

- 3.1. Approve new applicants
- 3.2. Endorse and monitor transitional measures.

Each of these points is detailed in Section 5 below.

5 Operation rules for each point of the remit

5.1 Develop, disseminate and maintain the TCS

5.1.1 General responsibilities of the EGB

- A. Define and maintain rules to ensure that the application of the TCS is acceptable and consistent in each member country, so that certification can be considered equivalent in all member countries. This includes regular review and update of the present Rules and of Value for Europe to reflect their practical application.
- B. Direct, assist and coordinate the actions of the NCOs in carrying out their tasks, as defined in Value for Europe (Value Management Training and Certification Scheme: Structure, content and procedures manual).
- C. Ensure that each NCO produces bi-annual reports concerning the application of the TCS. These reports will contain at least the following information: number of Train the Trainer (TTT) courses approved ; number of Train the Trainer (TTT) seminars delivered ; number of TVMs accredited ; number of Foundation, Advanced 1 and Advanced 2 courses approved; number of Foundation, Advanced 1 and Advanced 2 courses delivered ; number of individuals trained at each level; number of individuals certified as QVA, PVM or TVM.
- D. Support the development and dissemination of standard forms, processes and procedures to support the application of the TCS by NCOs in order to ensure consistency across all its members.

5.1.2 General Responsibilities of members NVA/NCOs

As a member of the EGB, each NVA and its NCO, or the legally independent NCOs, when applicable, accept the rules outlined in this document. NVAs submit for acceptance to the EGB Board of Directors the NCOs that will operate in their country. Each NCO, whatever its links with the NVA may be, shall strive to bring the EGB's rules and procedures into operation, and will have its interests represented in the EGB by the NVA/NCO member of his country sitting on the EGB Board of Directors. Where an NVA nominated member is not a member of its NCO, it is recommended that the NCO sends its own delegate as an Associate member.

5.1.3 Promote VM in general, and the TCS in particular

- A. The EGB may decide to support, or participate in events or publications to promote VM and the TCS in Europe. It will do so in kind or financially. When financial support is required, it

should either be planned in the annual budget or voted at the Executive Committee. The annual promotional budget cannot exceed 10% of the total budget, without approval by a two-thirds majority of the Board of Directors.

B. When promoting in public events, the EGB will aim to publicise all its member NVAs.

5.2 Ensure consistency of procedures and arbitrate disputes relating to the TCS or its application

5.2.1 Achieve consistency in training and certification levels and practice

- A. The EGB will ensure that every country abides by the agreed rules and standards so that the necessary consistency is achieved for all national systems to be accepted as equivalent.
- B. Every member NVA/NCO accepts the EGB as supreme ruling body and pledge to abide to its rules and standards and by its decisions.
- C. The EGB will assess the level of consistency of the training courses (TTT, Foundation and Advanced courses) that are carried out nationally, as well as requirements for, and decisions of, national juries. It shall, in the way it will consider adequate, implement meaningful indicators. To assess the practice in a given country, it will either proceed to random investigations, or to investigations directed at definite targets.
- D. The EGB may, from time to time, ask a selected person to provide a paper or report on a VM matter to verify his/her true level of knowledge and proficiency in using the concepts and tools described in Value for Europe, and the EN-12973 Standard.

5.2.2 Monitor composition and operation of juries

- A. Each member country will notify the EGB of the list of jurors with an indication of their suitability to act as jurors. Any country may call upon accredited jurors from another country to constitute or supplement a jury.
- B. Each NVA/NCO will transmit to the EGB the schedule of jury sessions at least one month in advance so that it can possibly send an observer.
- C. Certificates will be awarded by NCOs on the basis of the jury's recommendation, after making sure that all procedures have been followed and conditions met. Jury's and NCOs decisions are to be transmitted to the EGB within a month.

5.2.3 Arbitration of complaints

- A. NCO/NVAs must first deal with complaints at the national level, and inform the EGB.
- B. Complaints will only be submitted to the EGB when they cannot be settled at national level. The EGB must be formally asked by one party or both parties of a dispute to consider the case. The EGB may decide to take charge of a dispute on its own initiative.
- C. The precise nature of the complaint, evidence of the facts on which the complaint is based, must be given to the EGB to allow it to arbitrate.

- D. All matters of arbitrations are dealt with by the Executive Committee, any member of the Executive Committee who has potentially prejudicial interest in the complaint may not be involved in the arbitration process. The final position of the EGB is decided by the Board of Directors. All decisions will be delivered within a three months delay of presentation of all relevant facts.
- E. Each party of the dispute will be informed of the facts and explanations given to the EGB by the other party, both parties will be informed of the arbitration decision.
- F. The EGB is the final arbiter on issues of governance of the TCS. If an NVA or NCO does not comply with the formal recommendations of arbitration, the EGB Board of Directors have the power to remove the NVA/NCO from membership.

5.2.4 Audit TCS application

- A. The EGB will ensure that information received from NCOs is valid, before disseminating it to its members. For that purpose, the EGB could verify quality or consistency by asking for additional data or conduct audits.
- B. Observers may be sent by the EGB to certification juries, to compare the content of approved seminars and to make sure that the learning objectives are taken into account and met. These observers will gather data on jury rules in different countries, so that the EGB can, in time collate this information to create coherence between countries.
- C. The EGB can nominate auditors to audit the application of the TCS. The EGB will determine the format of the audit reports and the nature of the information they should convey.
- D. The EGB auditors may conduct random audits to monitor the application of TCS procedures. Ad hoc audits can be conducted to analyse a specific issue, or because a complaint has been made.
- E. Auditors should be proficient in Value Management, in ISO 9000:2000 standards, and preferably be accredited professional auditors.
- F. If unsatisfactory performance is observed, the EGB can determine corrective actions that an NCO must take. Failure to take corrective actions will result in sanctions against the NCO. Any sanctions need to be appropriate but could ultimately culminate in membership removal.
- F. The EGB will assume the cost of routine audits when they are reasonably satisfactory. Half the cost may be charged to an NCO when definite defaults have been detected. If the audit follows a formal complaint or an unsatisfactory audit to monitor the application of corrective measures, the whole cost of the audit will be charged to the NCO.

5.2.5 Control national developments and consistency

- A. Every country will precisely specify which part of the system it intends to implement, and the alternatives that may be implemented. Each NVA or its NCO or independent NCO can detail or customise EGB rules to be applied in their country, but cannot have or implement rules and procedures which are in contradiction to EGB's stipulations.

- B. National training and certification developments should be limited and always communicated to the EGB.
- C. NVA/NCOs must ensure that there is no risk at all that users might be misled.
- D. If a discrepancy or ambiguity with the European TCS is identified, the EGB will ask the NVA/NCO involved to correct it, or to make modifications to ensure that national developments coincide. Failure to take corrective actions will result in sanctions against the NCO. Any sanction need to be appropriate but could ultimately culminate in membership removal.
- E. The EGB will encourage exchange of information so that good practice is shared. When appropriate the EGB will modify its rules and operating procedures to integrate proven best practice.
- F. The following national fundamental for the establishment of NCOs will have to be presented to and approved by the EGB : legal status, relation to the NVA, composition of the Board, its election and renewal, definition of the quality system, programme of action. NCOs must be compliant, without being necessarily accredited, with ISO 17024 (see below).

5.2.6 Recommend reference documents about Value Management

It is the EGB's duty to write or endorse reference documents about Value Management as a basis for the curriculum of training courses, as well as knowledge and experience levels for certification.

The main reference document for the curriculum and learning objectives of training courses and knowledge and experience levels required for certification is Value for Europe (Value Management Training and Certification Scheme : Structure, content and procedures manual), .

The reference document for Value Management is the EN 12973:2000 standard "Value Management" and its subsequent versions. Although the use of the methods described in the annex of the standard is not compulsory (as the annex does not have the status of a standard), these methods are expected to be known by candidates applying for certification. Certificated individuals are expected to have enough knowledge of them to determine whether or not they should be used in a given VM study or what is the most effective approach for that study.

A regularly updated list of books and papers, recommended by its members as appropriate, will be regularly published by the EGB.

5.2.7 Ensure conformity to ISO 17024

To ensure credibility of the TCS, an NCO may ask for an accreditation in its country. Accredited or not, the operation of NCOs shall be compatible with the ISO 17024 standard requirements. Particularly, those about the complete independence of the organisations that award diplomas and certificates from the organisations that carry out and provide approved training must be met.

5.2.8 Endorse NCOs approvals for TTT courses and qualify trainers of trainers

The EGB Board of Directors issues guidelines for the choice of trainers for the TTT seminars. The choice of TTT trainers by NCOs shall be endorsed by the EGB Board of Directors.

5.2.9 Define reciprocal agreements with NVAs that are not part of the European TCS

- A. Any agreement concerning the relationship of a qualification of the European TCS, with any other qualification granting body, can only be agreed by the EGB Board of Directors. In making such a decision issues of comparative levels of knowledge and skill, and the prospects for reciprocity must be taken into account.
- B. An NVA or NCO can initiate an exploratory dialogue with a grant making body that is not within the TCS. As soon as possible the negotiation must be taken on by the EGB Board of Directors.
- C. A country adhering to the European TCS can make an equivalence agreement with a country outside the European TCS for a national qualification. The EGB is to be informed.

5.3 Approve and Guide new NVAs and NCOs

5.3.1 Approve new applicants

- A. The EGB shall define the standards for acceptance of new NVA/NCOs members.
- B. To join the European TCS a new NCO/NVA shall prepare and present a proposal to be approved by the EGB Board of Directors. It shall then comply with the guidelines outlined in this document in general, and 5.1.1 and Annex 1 in particular. In addition it will comply with requirements outlined in Value for Europe.
- C. Measures for upgrading the skills of the officers and specialists of the new NCO may be set by the EGB Board of Directors (for instance, training and certification in a country which is already proficient in the TCS).

A probation period of one year minimum will be required before the new NCO/NVA achieves Full member status, during that time it may be accepted as Observing member. When it has demonstrated full consistency with the existing TCS, it may become a Full member.

5.3.2 Endorse and monitor transitional measures

- A. The EGB will help new NVA members to set up their NCO. It shall assist and monitor the start of their operation and the implementation of their TCS.
- B. NVAs which are establishing transitory measures in accordance with the transitory period required to transfer from national TCS to European TCS, shall prepare an implementation plan, to be approved by the EGB Board of Directors.
- C. They shall report at EGB Board of Directors meetings and the EGB could audit its implementation.

6 List of Acronyms

CEN : Commission Européenne de Normalisation (European Standards Association)

EC : European Community

EGB : European Association for the Management of the Training and Certification Scheme in

Value Management

NCO : National Certification Organisation

NVA : National Value Association

TCS : Training and Certification Scheme

VA : Value Analysis

VM : Value Management

Annex 1

NVA/NCOs responsibilities and specific tasks

NVAs and/or NCOs will:

1. Approve training courses that conform to the standards and content required by the TCS.
2. Issue Certificates to candidates who achieve certification or training accreditation requirements and recognise Certificates issued in other member countries by issuing an equivalent Certificate on demand.
3. Set prices of first time certification and maintenance, trainers' accreditation, as well as approval of courses, although the ultimate objective is to achieve harmonization of the prices in the different countries, under the guidance of the EGB.
4. NOT set prices for the delivery of approved courses. These will be subjected to market forces in each country and set by trainers or training organisations.
5. Differentiate clearly between any national certificate and those issued under the TCS.
6. Aim to ensure that approval levels for Certificates issued under the TCS are at agreed consistent levels.
7. Monitor accredited trainers delivering approved courses leading to Certification.
8. Aim to apply procedures that are not in contradiction with ISO 17024 with a view to possible future ISO accreditation.
9. Carry out any other duties implied in the TCS procedures.
10. Establish and maintain a certification register and produce bi-annual reports to the EGB.