



INTERNAL RULES of EHEDG

Bylaw No. 4

Product Portfolio

This document was adopted by the EHEDG Executive Committee on 10th December 2020

Bylaw number 4 describes manuals to be prepared by Sub-Committee Product Portfolio and to be cleared by Executive Committee with respect to:

- forming, tasks, and duties of EHEDG Working Groups
- development, life-cycle policy, and terms of utilization of EHEDG documents
- development, life-cycle policy and terms of utilization of EHEDG Training Material
- principles of EHEDG product certification, including test institutes related aspects



Table of Contents

- Article 1 – Manual on forming, tasks, and duties of EHEDG Working Groups – page 3
- Article 2 – Manual on development, life-cycle policy, and terms of utilization of EHEDG documents – page 3
- Article 3 – Manual on development, life-cycle policy, and terms of utilization of EHEDG Training Material – page 3
- Article 4 – Manual on principles of EHEDG product certification – page 4
- Article 5 – ExCo Authorities – page 4

1 Article 1 – Manual on forming, tasks, and duties of EHEDG Working Groups

Sub-Committee Product Portfolio shall provide a manual on forming, tasks, and duties of EHEDG Working Groups which covers at least

- Proposal of document
- Call for experts
- Nomination of working group members (including tasks and duties)
- Entitlement, tasks, and duties of workgroup chairmen
- EHEDG compliance policy.

The manual may consist of several individual documents. In this case the manual should contain a list of all documents included. A version number and the date of issue should be part of the document name of all documents included in the manual. The current version of the manual should be published at EHEDG website for information of all interested parties.

2 Article 2 – Manual on development, life-cycle policy, and terms of utilization of EHEDG documents

Sub-Committee Product Portfolio shall provide a manual on development, life-cycle policy, and terms of utilization of EHEDG documents which covers at least

- Structure and style-guide
- Development and approval of new EHEDG documents



- Life-cycle policy for EHEDG documents
- Terms of use

The manual may consist of several individual documents. In this case the manual should contain a list of all documents included. A version number and the date of issue should be part of the document name of all documents included in the manual. The current version of the manual should be published at EHEDG website for information of all interested parties.

3 Article 3 – Manual on development, life-cycle policy, and terms of utilization of EHEDG Training Material

Sub-Committee Product Portfolio shall provide a manual on development, life-cycle policy and terms of utilization of EHEDG Training Material which covers at least

- Development and approval of EHEDG training material
- Life cycle policy for EHEDG training material
- Terms of use
- Authorization of EHEDG trainers

The manual may consist of several individual documents. In this case the manual should contain a list of all documents included. A version number and the date of issue should be part of the document name of all documents included in the manual. The current version of the manual should be published at EHEDG website for information of all authorized parties.

4 Article 4 – Manual on principles of EHEDG product certification

Sub-Committee Product Portfolio shall provide a manual on principles of EHEDG product certification which covers at least

- EHEDG product certificate classes
- Certification procedures including certification schemes
- Life-cycle policy for EHEDG product certificates
- Terms of use of EHEDG product certificates
- Authorization of EHEDG test institutes
- Certification fee schedule

The manual may consist of several individual documents. In this case the manual should contain a list of all documents included. A version number and the date of issue should be part of the



document name of all documents included in the manual. The current version of the manual should be published at EHEDG website for information of all interested parties.

5 Article 5 – ExCo Authorities

Sub-Committee Product Portfolio shall defer the following authorities to the ExCo:

- Final approval of all documents (Guidelines, Training Materials, and Certification Schemes) prior to publication.
- Designation of the SubCom Product Portfolio Chair and confirmation of the SubCom Product Portfolio Chair's nomination for the Co-Chair.
- Approval of the proposed SubCom Product Portfolio Strategic Plan and annual budget
- Establish the royalty level paid to EHEDG by the Authorized Trainers.
- Eligibility, final approval, and dismissal of EHEDG test-institutes
- Terms of use of EHEDG certificates
- Establishment of royalty scheme for granting, prolongation, and renewal of EHEDG certificates