

European Organization for Quality
(EOQ)

**Agreement between EOQ
and
Russian National Committee
for participation in EOQ
on cooperation in EVROS**

Preface

European Organization for Quality is an association comprising National European Organizations for Quality. One of the key missions of EOQ is contribution to the development of new concepts and techniques in quality and enhancement of existing skills and competencies. EOQ also contributes to the development of the network of quality organizations.

Russian National Committee for participation in EOQ is Russian organization which is committed, through a significant part of its activity, to promoting quality at national, European or international level. It is EOQ Full Member Organization.

EVROS – EOQ fully owned European Voluntary Registration System of information on quality is a system of fixed and properly documented rules and procedures applied to relationships between the participants of the System.

Understanding the importance and need of further development in exchange of information on quality within Europe and worldwide as well as necessity of channeling and creating the necessary systems and infrastructure for this process EOQ (with participation of Russian National Committee for participation in EOQ) developed EVROS as a system enabling European companies, universities, organizations etc to register their information on quality in EVROS database and to ensure easy access to this information by millions of potential users worldwide.

Both parties are willing to join their efforts in further development of EVROS and in order to bring it into practice agreed on the following.

Article 1 - General

Being fully aware of EOQ approved regulations, rules and procedures for EVROS and sharing the main principles and content of these documents Russian National Committee for participation in EOQ is willing to accept and EOQ is agreeable to appoint Russian National Committee for participation in EOQ as EOQ Nominated body for EVROS in Russia.

Russian National Committee for participation in EOQ will strictly follow EOQ-EVROS regulations, rules and procedures and will try its best to assure that information on quality being processed by Russian National Committee for participation in EOQ will be in accordance with EOQ practice.

Article 2 – EOQ Nominated Body – Obligations & Responsibilities

Functioning as EOQ Nominated body in EVROS Russian National Committee for participation in EOQ in cooperation with EOQ and EVROS database Operator will carry out the following main responsibilities.

2.1 Marketing, advertising and promotion

Russian National Committee for participation in EOQ will take all necessary steps and measures it will find appropriate to advertise EVROS in Russia. These measures will include addressing organizations and companies in the public and private sector related to exchange of information on quality explaining to them new possibilities for joining EVROS, conducting seminars, conferences, publications in mass media, arranging meetings with most prospective clients etc.

In order to launch EVROS in Russia Russian National Committee for participation in EOQ will take all necessary steps to market the system including if necessary

promotional submission for registration in EVROS of 10-20 Russia companies (organizations) free of charge. These companies (organizations) proposed and registered in EVROS will be leaders in the field of quality in Russia.

2.2 Processing of applications to EVROS - *Infrastructure*

In order to meet its obligations specified by this Agreement the Russian National Committee for participation in EOQ would be required to set up the staffing infrastructure both technical and financial to assure necessary level of support required to accept and process all applications to EVROS from its customers.

This implies the Russian National Committee for participation in EOQ ability to have trained staff employed on a full or part time basis, including staff dealing with financial aspects of EVROS, necessary soft and hardware and other technical devices found necessary. Within agreed with EOQ period after signing of this Agreement it is expected that Russian National Committee for participation in EOQ will be ready to accept applications to EVROS in Russia and will officially inform EOQ. The readiness of Russian National Committee for participation in EOQ to execute EVROS operations may be audited by EOQ at the time which will be found appropriate for both sides.

Russian National Committee for participation in EOQ will arrange translations of EVROS regulations, rules and procedures into national language as might be needed. Russian National Committee for participation in EOQ will receive from EOQ English versions of regulations, rules, procedures and special instructions and also organize seminars for its staff involved in EVROS activities.

Russian National Committee for participation in EOQ will duly inform EOQ on signing of contracts with applicants and process all applications to EVROS to meet customer committed schedules.

Russian National Committee for participation in EOQ will prepare and send to EVROS database Operator the set of documents on processing of applications for registration of information on quality into EVROS database. These documents will be accompanied by Russian National Committee for participation in EOQ Conclusion prepared in the format specified by EOQ (EVROS Doc 3-2005).

2.3 Cooperation with EOQ and EVROS database Operator.

Russian National Committee for participation in EOQ will take all necessary measures to assure smooth and friendly business cooperation with EOQ and EVROS database Operator and will submit processed applications to EVROS database Operator in prescribed formats and within the lead time specified by its contracts with applicants. Russian National Committee for participation in EOQ contracts with applicants will have special article specifying the work done by EOQ and a lead time for this work.

2.4 EVROS database – *Development and Support*

Russian National Committee for participation in EOQ will cooperate with EVROS database Operator in setting up and developing of EVROS website and advertise it in Russia, will open its national page, circulate EOQ documents addressed to Russia users of website and also provide references to them in its own software products.

EOQ will provide Russian National Committee for participation in EOQ with all available advertising materials, participate in seminars, conferences etc organized by Russian National Committee for participation in EOQ and take other measures to facilitate developing of EVROS in Russia.

Article 3 – EOQ – *Obligations and Responsibilities*

EOQ being an owner of EVROS and the main facilitator of the System and appointing Russian National Committee for participation in EOQ as a Nominated body for EVROS, will carry out the following main responsibilities.

3.1 Marketing, advertising and promotion

EOQ will support Russian National Committee for participation in EOQ in marketing and advertising of EVROS in its country by providing documents and materials related to the System.

EOQ will organize for the staff of Russian National Committee for participation in EOQ training courses and individual consulting (as might be required).

EOQ will participate in seminars, conferences and other related to EVROS events organized by Russian National Committee for participation in EOQ in its country. EOQ will agree with proposal of Russian National Committee for participation in EOQ to include into the EVROS database of 10-20 Russia companies free of charge (ref. Art 2.1).

EOQ will also take all necessary measures to provide to Russian National Committee for participation in EOQ support in other matters related to development of EVROS in Russia.

3.2 Processing of applications received from Russian National Committee for participation in EOQ.

EOQ will prepare and publish (in English) regulations, rules and procedures of EVROS and will provide Russian National Committee for participation in EOQ with these documents to enable Russian National Committee for participation in EOQ to arrange their translations into national language (if needed), prior to commencement of actual work on EVROS.

EOQ will also participate in the seminars and conferences organized by Russian National Committee for participation in EOQ staff involved in examining and processing of documents on EVROS.

EOQ will take all necessary steps to ensure that all obligations in regards processing of applicants information on quality are duly observed.

EOQ will also systematically examine and analyze the current practice of processing of applications, update and revise existing documentation on EVROS and prepare new necessary additions and amendments.

3.3 Cooperation with Russian National Committee for participation in EOQ

Recognizing Russian National Committee for participation in EOQ front role in business relations with applicants EOQ will in principle abstain from direct contacts with the applicants unless there is particular justification to do so, as in the case of directly addressed to EOQ complaints on Russian National Committee for participation in EOQ decisions etc. Even under such circumstances EOQ will first inform Russian National Committee for participation in EOQ prior to its actions.

EOQ will sign Registration Document as a final document issued to the applicant and sent it to Russian National Committee for participation in EOQ for the second signature and prior to issue to the applicant. Optionally EOQ will send non signed version of Registration document directly to applicant by E-mail and copy to FMO

EOQ will also abstain from providing direct consultancy to any clients of Russian National Committee for participation in EOQ on any matters related to EVROS without prior agreement with Russian National Committee for participation in EOQ.

3.4 Cooperation on EVROS database

One of the main targets of EOQ in EVROS project is to set up and to develop EVROS database. In this regards EOQ in cooperation with EVROS Operator and other partners will take all necessary measures to develop software product,

purchasing of necessary hardware, training personnel and executing other measures it will find necessary to assure its successful functioning.

EOQ will support and cooperate with Russian National Committee for participation in EOQ in developing EVROS by promoting it in Russia, assist in developing the country national page on the EVROS website. Russian National Committee for participation in EOQ agrees that its website products as well as other products, events, measures, actions related to quality conducted in Russia by Russian National Committee for participation in EOQ will not compromise EVROS.

Article 4 – Financial Arrangements and Contracts

All financial arrangements between EOQ and Russian National Committee for participation in EOQ will be based on EVROS regulations, rules and procedures specified by Doc 2 and Doc 3-2005 and on arrangements specified by Articles 1-3 of this Agreement.

The contract between Russian National Committee for participation in EOQ and applicant will clearly state the financial considerations of both parties as the basis for all payments. Besides other items the contract will specify the work to be done by both Russian National Committee for participation in EOQ and EOQ and will be signed by Russian National Committee for participation in EOQ.

Financial arrangements between EOQ EVROS database operator and Russian National Committee for participation in EOQ occurred by signing of FMO contracts with applicants are formulated in Enclosure 1 to this Agreement. These arrangements have status of recommendations to Russian National Committee for participation in EOQ in its own financial policy in regards EVROS.

EVROS and its database are fully owned by EOQ. All financial arrangements with users of database when it is completed will be handled directly by EOQ. Income received by EOQ from EVROS will be spent on covering of EOQ expenses in

regards EVROS, to development of organization and to development of special projects on quality in European countries including Russia .

Decisions on this will be taken by EOQ General Assembly and Executive Board. These decisions will be openly discussed and published. For first 2 years the excess to EVROS database will be free for users.

Article 5 – Information – Confidentiality

All clients information on quality received for registration in EVROS will be treated as confidential before it is included in EVROS database.

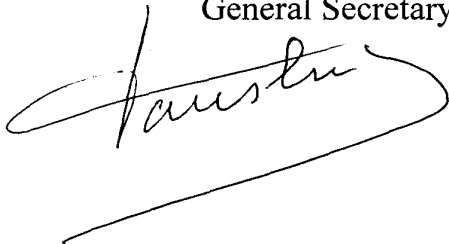
In particular but without limitation, both EOQ as well as Russian National Committee for participation in EOQ will ensure that

- access to confidential information will be based specifically on a need-to-know basis as required for submission EVROS database
- they will not divulge, copy, release, sell, loan, review, alter or destroy any Confidential Information except as properly authorized within the scope EVROS operations
- they will not misuse or carelessly handle Confidential Information available.

Signed by

For EOQ

Bertrand De Noray,
General Secretary



For Russian National Committee
for participation in EOQ

Mr. G. Elkin,
Chairman of Russian National
Committee for participation in EOQ

