



Inter American Accreditation Cooperation

TECHNICAL COMMITTEE TERMS OF REFERENCE

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AVAILABILITY

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TECHNICAL COMMITTEE TERMS OF REFERENCE

1 OBJECTIVE

- 1.1 The objective of the IAAC Technical Committee is to provide technical support for accomplishment of IAAC's activities.

2 FUNCTIONS

- 2.1 The functions of the Technical Committee (TC) are:
- a) To provide general direction and coordination to the work of the subcommittees;
 - b) To approve the Terms of Reference and Work Programs of the technical subcommittees and ensure that these documents are consistent with IAAC guidelines and programs;
 - c) To serve as liaison between the Executive Committee and the technical subcommittees, and to inform the Executive Committee and IAAC's General Assembly regarding the work performed by the TC and the subcommittees under its responsibility;
 - d) To coordinate with other IAAC committees the accomplishment of IAAC objectives;
 - e) To keep IAAC members informed about cross-frontier accreditation activities and documents;
 - f) To create and dissolve *ad-hoc* groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
 - g) To study and interpret international and regional technical documents related to accreditation;
 - h) To monitor regional and international activities and document generation related to the scope of the committee, and to propose to the Executive Committee actions to be taken;

Inter American Accreditation Cooperation

- i) To ensure that IAAC's technical criteria are based on international documents, guidelines and practices;
- j) To identify the needs to develop IAAC documents related to the scope of the committee, coordinate their elaboration and request their issuing;
- k) To represent IAAC at technical committees of relevant regional and international organizations, and to propose IAAC's participation in joint working groups with other bodies; and
- l) To keep the IAAC Secretariat informed about committee activities, including resolutions, work plans and attendance registries of meetings or other activities.

3 COMPOSITION

- 3.1 The TC shall be composed by Chairs and Vice-Chairs of technical subcommittees, including the Laboratories Subcommittee, the Certification Bodies Subcommittee, the Inspection Bodies Subcommittee, and those that may be formed in the future.
- 3.2 As stated in IAAC's Bylaws, the TC Chair and Vice-Chair are elected by the General Assembly.

4 RESPONSIBILITIES

- 4.1 The TC Chair's responsibilities are:
 - a) To carry out these Terms of Reference;
 - b) To chair TC meetings;
 - c) To report the General Assembly and Executive Committee about the work that is being carried out;
 - d) To ensure that TC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by two-thirds majority of those voting (abstentions will not be considered);
 - e) To submit to the General Assembly, for ratification, all resolutions adopted by the TC; and
 - f) To distribute to committee members, through the IAAC Secretariat, working papers for committee meetings at least two weeks before meetings.
 - g) To keep the Vice-Chair informed on all ongoing activities and plans.

Inter American Accreditation Cooperation

- 4.2 The TC Vice-Chair's responsibilities are:
- a) To assist the Chair in the fulfillment of his/her duties; and
 - b) To replace the Chair in his/her absence or impediment.
 - c) To keep in contact with the Chair, in order to be aware of ongoing activities and plans
- 4.3 TC members' responsibilities are:
- a) To attend TC meetings and actively participate on specialized working groups formed to undertake committee tasks;
 - b) To formulate initiatives to assist the accomplishment of committee objectives;
 - c) To perform tasks and duties that they receive individually or as part of working groups in a timely manner;
 - d) To report to the TC on undertaken activities, within the time established in these Terms of Reference;
 - e) To implement the TC Work Plan and those of its subcommittees; and
 - f) To contribute to the implementation of resolutions and instructions of the General Assembly.

5 MEETINGS

- 5.1 The TC shall meet at least once a year. Additional meetings may be held, when considered necessary by the Chair, by the IAAC General Assembly, or by at least one third of its members.
- 5.2 Draft agendas shall be distributed at least four weeks before each meeting.
- 5.3 Meeting documents shall be distributed at least two weeks prior to each meeting.
- 5.4 Draft resolutions and work plans shall be distributed within two months of the meeting.