



Inter American Accreditation Cooperation

TRAINING SUBCOMMITTEE TERMS OF REFERENCE

CLASSIFICATION

This document is classified as an IAAC Administrative Document.

AUTHORIZATION

Issue N°:	02
Prepared by:	Training Subcommittee
Date:	August 2011
Revision N°:	01
Approved by:	General Assembly
Issue Date:	August 26, 2011
Application Date:	Immediate
Document number:	IAAC AD 029/11

Inquiries:	IAAC Secretariat
Telephone:	+52 (55) 9148-4300
Fax:	+52 (55) 5591-0529
E-mail:	secretariat@iaac.org.mx

AVAILABILITY

Copies of this document in English and Spanish, are available at the IAAC Secretariat and on the IAAC website.

COPYRIGHT

IAAC holds the copyright of this document and it may not be copied for resale.

Original: English



Inter American Accreditation Cooperation

TRAINING SUBCOMMITTEE TERMS OF REFERENCE

1 OBJECTIVE

- 1.1 The objective of the IAAC Training Subcommittee is to provide support to the development of IAAC's activities in all issues related to training.

2 FUNCTIONS

- 2.1 The functions of the Training Subcommittee (TSC) are:
- a) To develop the Terms of Reference and the Work Plan of the TSC, taking into consideration IAAC's guidelines and programs;
 - b) To coordinate with other IAAC committees and subcommittees the training activities aimed at fulfilling IAAC objectives;
 - c) To present an annual written report to the Management Committee (MC) regarding the work in progress of the scheduled activities and communicate any concern or need deemed relevant;
 - d) To create and dissolve ad-hoc groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
 - e) To develop training programs in accordance with identified and prioritized needs;
 - f) To establish a matrix (or several, if it were necessary) to define the required demands in order to ensure each one of the personnel categories. This matrix will also include the necessary courses, experience and training that each person should demonstrate. This matrix will apply to:
 - peer evaluators, in coordination with the MLA Committee;
 - lead evaluators,
 - evaluators of laboratories, certification bodies and inspection bodies, and
 - personnel from the accreditation bodies.
 - g) To maintain a record of all training activities performed by the TSC;



Inter American Accreditation Cooperation

- h) To organize the activities relative to peer evaluations when it is for purposes of training and support; the MLA Committee will coordinate the activities for peer evaluations when the requesting accreditation body has submitted a formal request to the MLA Committee to join the MLA Group ;
- i) To assure the effective execution of IAAC's training activities;
- j) To establish evaluation means and procedures for instructors and participants in IAAC training activities;
- k) To establish criteria for the selection of instructors and participants in IAAC training activities;
- l) To identify, implement and coordinate (with other subcommittees) training activities related to the parameters agreed with existing cooperation projects for IAAC and other regional and international bodies;
- m) To provide relevant information to the Promotion Subcommittee in order to promote IAAC activities; and
- n) To keep the IAAC Secretariat informed about TSC activities, including minutes and attendance registers of meetings or other activities.

3 COMPOSITION

- 3.1 The TSC is composed of representatives of full, associate, and stakeholder members of IAAC.
- 3.2 Other persons may attend the meetings, with the consent of the TSC Chair.
- 3.3 As indicated in IAAC's Bylaws, the TSC Chair and Vice-Chair are elected by the General Assembly.

4 RESPONSIBILITIES

- 4.1 The TSC Chair's responsibilities are:
 - a) To carry out these Terms of Reference;
 - b) To chair TSC meetings;
 - c) To report to the General Assembly, EC and MC about the work that is being carried out;

Inter American Accreditation Cooperation

- d) To ensure that TSC 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 TSC; and
 - f) To maintain the Vice-Chair informed on all of the current and planned activities.
- 4.2 The TSC Vice-Chair's responsibilities are:
- a) To assist the TSC Chair in the fulfillment of his/her duties;
 - b) To replace the TSC Chair in his/her absence or impediment; and
 - c) To maintain permanent contact with the Chair in order to be aware of the current and planned activities, and assist the Chair in carrying them out.
- 4.3 TSC members' responsibilities are:
- a) To attend TSC meetings and actively participate in ad hoc groups when they are formed to undertake TSC tasks;
 - b) To formulate initiatives to assist the accomplishment of TSC objectives;
 - c) To opportunistically perform tasks and responsibilities that they receive individually or as part of ad hoc groups;
 - d) To report to the TSC on activities undertaken;
 - e) To implement the TSC Work Plan; and
 - f) To contribute to the implementation of agreements and to abide by the instructions of the General Assembly.

5 MEETINGS

- 5.1 The TSC shall meet when considered necessary by the Chair, by the IAAC General Assembly, by the MC, or by at least one third of its members.
- 5.2 The TSC shall meet at least once a year.
- 5.3 Draft agenda shall be distributed at least four weeks before the meeting.
- 5.4 Meeting documents shall be distributed at least two weeks prior to the meeting.
- 5.5 Draft minutes shall be distributed within two months after the meeting.