



Inter American Accreditation Cooperation

Promotion of IAAC Internal and Training Activities

CLASSIFICATION

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AVAILABILITY

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Promotion of IAAC Internal and Training Activities

1. Purpose

1.1. The purpose of this procedure is to ensure that information about IAAC internal activities or training related activities is properly distributed to all appropriate parties in sufficient time to enable all interested parties to participate.

2. Applicability

2.1. This procedure applies to IAAC internal activities or training related activities of the Secretariat and the following IAAC subcommittees: the Laboratory Subcommittee, the Certification Body Subcommittee, the Inspection Body Subcommittee, the Documentation Subcommittee, the Training Subcommittee, the Promotion Subcommittee, and any other groups requiring this support.

3. Public Relations Activities

3.1. The Secretariat or any subcommittee responsible for planning activities such as conferences, seminars, courses, and other training activities should submit the relevant information to the Promotion Subcommittee at least 3 months before the event. This timeframe will facilitate the early preparation of appropriate advertisements or invitation materials. All notices of upcoming activities will be circulated to the wider membership for their information and consideration, at least 2 months before execution, if not sooner.

4. Relevant Information to be provided

4.1. The information required by the Promotion Subcommittee for production of invitations to conferences, seminars, and/or courses would include, but not be exclusive to :

- The Title/Name of the Activity,
- The Associated parties, eg. OAS, PTB, Accreditation Body host,
- The dates of the activities,
- The language(s) of the activity,
- The cost, if any,
- The accommodation arrangements,
- The host nominee in charge of logistics, (name, organization, full mailing address, telephone, fax numbers and e-mail).
- The facilitator(s) information (name, organization, or representation if different, full mailing address, telephone, fax numbers and e-mail)
- The topics to be considered
- Financial support of participants, if any,
- Criteria for participation,
- Any other relevant information.

5. Promotion Material Production and Circulation



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- 5.1. Once all relevant information has been received from the coordinating party, the Promotion Subcommittee will produce the relevant material.
- 5.2. The completed documents will be sent to the Coordinating party, the facilitator(s) and any other relevant parties as identified by the Coordinating party for their comments and changes, for not more than a one week period.
- 5.3. Once all parties have agreed on the document, the Promotion subcommittee will send the document to the Secretariat
- 5.4. The IAAC Secretary will on receipt of the approved document, circulate it among the entire membership and any other interested parties.

6. Exclusions

- 6.1. Documents to be considered by the IAAC Membership or General Assembly, whether at a meeting or by correspondence, must be distributed exclusively by the IAAC Secretariat. For purposes of document control and efficiency, IAAC units should not directly send documents that are intended to be considered by IAAC full / associate / interested parties members in their official capacity.
- 6.2. Each IAAC unit is responsible for distributing notices to their own members relating to their regular meetings, such as draft agendas, working documents, resolutions, meeting reports and other documents. The IAAC Secretariat may be asked for support when needed.