



MLA COMMITTEE TERMS OF REFERENCE

CLASSIFICATION

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MLA COMMITTEE TERMS OF REFERENCE

1. Objective

- 1.1. To plan and manage the implementation and maintenance of IAAC Multilateral Recognition Arrangements (MLA).
- 1.2. Manage the processes of authorization, extension and performance of IAAC peer evaluators through the Technical Secretariat and the Peer Evaluators Working Group constituted under the MLA Committee.
- 1.3. Define the strategic lines in the MLAC work plan, which will be the basis for the Committee's work.

2. Functions of the MLA Committee (MLAC)

- 2.1. Define the strategic lines in the MLAC work plan, which will be the basis for the Committee's work.
- 2.2. Implement and maintain policies and operational procedures of the IAAC Multilateral Recognition Arrangement MLA;
- 2.3. Identify the needs of the region's ABs for development and continual improvement of IAAC MLA;
- 2.4. Establish the criteria to authorization, extend and i evaluate the performance of IAAC Peer evaluators;
- 2.5. Keep an updated registry of peer evaluators, for their participation in IAAC MLA ~~per~~ evaluation processes;
- 2.6. Oversee the technical secretariat and the Peer Evaluators Working Group's work regarding peer evaluators training, authorization, maintenance and performance;
- 2.7. Submit a report in writing to the Executive Committee at least two weeks prior to the meeting, regarding compliance with the agreed resolutions and the work program established, as well as communicating any concern or need considered relevant;



- 2.8. Create, dissolve, activate and inactivate Working G and/ or Task Force, as described in 3.2 and as needed for the development of specific tasks in a predetermined timeframe, and monitor their progress;
- 2.9. Keep the IAAC Technical Secretariat informed about the MLAC's activities, , MLAC resolutions, attendance list or other activities;
- 2.10. Liaise with management committees of other international and regional MLAs (e.g., ILAC, IAF, APAC, EA, AFRAC, ARAC).
- 2.11. Manage peer evaluator trainings with the support of the Technical Secretariat and the Training Subcommittee.
- 2.12. Ensure that peer evaluators' records are complete and updated within IAAC's management system.
- 2.13. Ensure that actions resulting from peer evaluator performance monitoring are implemented.
- 2.14. Coordinate tactical support provided by the IAAC Technical Secretariat to develop the work plan and activities of the MLA Committee, Peer Evaluators Working Group and IAAC Peer Evaluators.
- 2.15. Coordinate the activities of the IAAC Technical Secretariat in the preparation of the base documents for the discussion of the MLA Committee, the working groups and task forces, the control of the agendas and minutes of the different meetings held.
- 2.16. Coordinate with other IAAC committees to achieve IAAC's objectives.
- 2.17. To monitor regional and international activities and the generation of documents related to the scope of the committee, and to propose to the Executive Committee the actions to be taken;
- 2.18. Ensure that IAAC technical criteria are based on international documents, guidelines and practices;

3. Composition of the MLA Committee

3.1. MLA Committee members and voting

- 3.1.1. The MLA Committee shall have a Chair and a Vice-Chair, who shall



belong to an MLA signatory accreditation body, and elected by the General Assembly in accordance with the Bylaws, for a term of two years, and can be reelected once. In any case, the incumbent may serve for a maximum of four consecutive years.

3.1.2. The Secretariat of the MLA Committee shall be the IAAC Technical Secretary.

3.1.3. The MLA Committee will be integrated by one representative of each full member, two representatives of the associated members, and two representatives of the stakeholder members.

Note: All associate members and stakeholder members may participate in the meetings of the MLA Committee as observers.

3.1.4. The representatives of IAAC full members, associate members and stakeholder members shall be nominated by their entities to the Chair of the MLA Committee, the nomination form shall be sent to the Executive Secretariat to update the list of Committee members.

3.1.5. The representatives of full and associate members have a voice and vote, and the stakeholders only have a voice.

3.1.6. A single vote is considered for each member, not for each country.

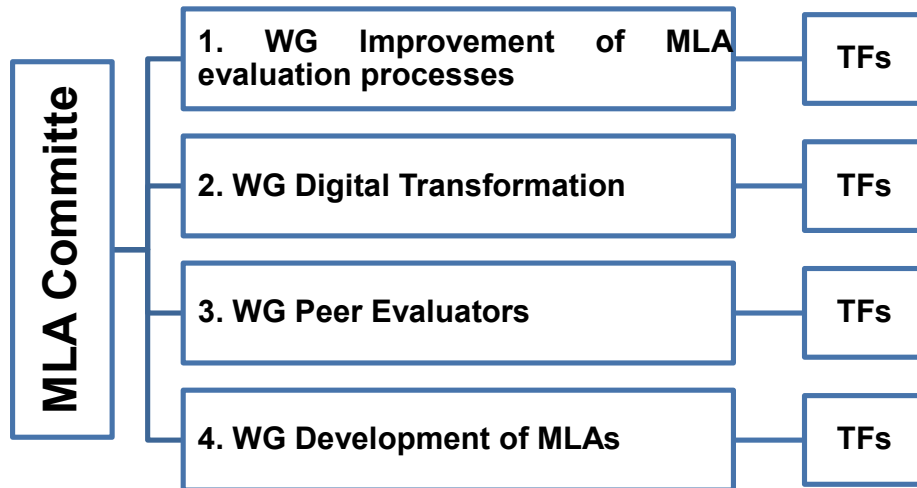
3.1.7. The quorum of the MLA Committee shall be achieved in a meeting when at least three quarters of the full members are present in person or by proxy, and for electronic ballots when three quarters of the full members issue a vote.

3.1.8. Decisions of the MLA Committee will be made preferably by consensus. If consensus is not achieved, decisions shall be made by an affirmative vote of two thirds of quorum (abstentions will not be considered). Decision may be made either in meetings or by e-mail/postal ballot.

3.1.9. Invitations to other organizations to participate as observers can be made by the Chair of the MLA Committee.

3.2. Composition of Working Groups and Task Forces

3.2.1. The MLA Committee is composed of working groups (WG) and different task forces (TF) that will work on issues of relevance to the Committee.



Working Group (WG): Grouping of relevant topics of the MLA Committee, with the purpose of organizing the Task Forces that are formed.

Task Force (TF): Groups formed to work on a specific topic within the framework of a Working Group. These are made up of OA or STK personnel specialized in the topic to be addressed, not necessarily the members of the subcommittees. The TF members must be proposed by the subcommittee members.

3.2.2. The coordinator of the TFs shall be the IAAC Technical Secretariat.

3.2.3. Each TF will have a coordinator who will be elected when the TFs are formed. The MLA chair and vice-chair may also be elected as coordinators of the TFs formed.

4. Responsibilities

4.1. The MLA Committee Chair's responsibilities are:

- a) Carry out these Terms of Reference and the MLAC working plan ;
- b) Chair meetings of the MLA Committee;



- c) Ensure that decisions made by the MLAC are made by consensus; when consensus cannot be reached, decisions will be made by a two-thirds majority of those voting (abstentions will not be taken into account).;
- d) Report to the General Assembly and Executive Committee about the work that is being carried out in the MLA Committee;
- e) Submit to the General Assembly for ratification, all the resolutions adopted by the MLA Committee;
- f) Inform IAF and/or ILAC without delay of any significant changes that have occurred or will occur in IAAC's status and/or its operating practices per IAF-ILAC A1, Annex 8, clause 1.1.
- g) Appoint an IAAC representative at the IAF MLAC MC and ILAC AMC;
- h) Draft an IAAC MLA activities' report to be submitted at least one month in advance of the IAF/ILAC JMC meetings;
- i) Lead the definition of the strategic lines and the work plan of the MLAC.
- j) Lead the Peer Evaluators Working Group and, together with the Technical Secretariat, manage its activities.
- k) Maintain the MLA Committee and MLA Group Vice-Chair informed on all of the current and planned activities.
- l) Approve the formation of the WG or TF, ensuring that the topics to be worked on are in line with the strategic lines and work plan defined in the MLAC.

4.2. The MLA Committee Vice-Chair's responsibilities are:

- a) Assist the MLA Committee Chair in the fulfillment of his/her duties;
- b) Replace the MLA Committee Chair in his/her absence or impediment;
- c) Maintain permanent contact with the MLA Committee Chair in order to be aware of the current and planned activities, and assist the MLA Committee Chair in carrying them out.

4.3. The MLA Committee members' responsibilities are:

- a) Attend MLA Committee meetings and actively participate in the working groups or task force formed to carry out the Committee tasks;



- b) Formulate and develop initiatives to assist the accomplishment of the MLA Committee's goals;
- c) Perform in a timely manner, the tasks and responsibilities assigned individually or as a part of a working group and task force;
- d) Inform the MLA Committee on the activities related to MLA agreements they have carried out.
- e) Implement the MLA Committee Work Plan;
- f) Supervise the implementation of the arrangements and instructions issued by the General Assembly
- g) Contribute to the implementation of the resolutions and instructions of the General Assembly.
- h) Request MLAC Chair and Vice Chair approval for the formation of the WG or TF, as discussed and approved at MLAC meetings.

4.4. The responsibilities of the Technical Secretary are:

- a) Support the definition of the strategic lines and the work plan of the MLAC.
- b) To be the coordinator of the WGs formed. In this way, the TS will be the communication bridge between the TF coordinators and the MLAC president and vice-president.
- c) Support TF coordinators in communication with members and defined activities.
- d) Take control of the information, assistance, and activities of the TF.
- e) Communicate to the chairs and vice-chairs if any approval or support is needed from them in the TF
- f) The other functions of the Technical Secretary are defined in document IAAC AD011

4.5 The Responsibilities of the TF Coordinators are:

- a) Being the leader of the TF and helping to generate consensus among



the members of the TF.

- b) Attend the meetings of the TF called. The Technical Secretariat will control attendance, if there is evidence that there is no participation in more than 3 consecutive meetings, the coordinator of the TF will be informed with a copy to the representative of the AB or STK, the chairperson and vice-chair of the subcommittee of their exclusion from the TF, and another coordinator will be appointed by the members of the TF.
- c) Coordinate and participate in the activities carried out by the TF.
- d) Report the advances in the activities of the TF in the meetings of the IBSC.
- e) Inform the voting member of their AB or STK belonging to the IBSC about the activities of the TF, to generate informed votes.

4.6 The Responsibilities of the TF members are:

- a) Attend the meetings of the TF called. The Technical Secretariat will control attendance, if it is evident that there is no participation in more than 3 consecutive meetings, the member will be informed with a copy to the AB or STK representative, the TF coordinator, chairperson, and vice-chair of the IBSC of their exclusion from the TF.
- b) Actively participate in the activities defined by the TF.
- c) Inform the voting member of their AB or STK belonging to the IBSC about the activities of the TF, to generate informed votes.

5. Meetings

- 5.1. The MLA Committee shall meet when considered necessary by the MLA Committee Chair, by the IAAC General Assembly, or by at least one third of its members.
- 5.2. The MLA Committee shall meet at least once a year.
- 5.3. Draft agendas shall be distributed at least four weeks before each meeting.
- 5.4. MLA Committee meeting documents shall be distributed at least two weeks prior to each meeting.