**IAAC Technical Secretary and Executive Secretary annual performance evaluation**

**Evaluation Period: Year-----**

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| **Issued by:** | **Name** | **AB** | **Date** |
|  |  |  |
| **Responsibility within IAAC:** |  |

**PERFORMANCE OF THE IAAC TECHNICAL SECRETARY**

Taking into consideration the IAAC Technical Secretary work during the last year, grade his level of fulfillment of the assigned responsibilities according to AD 011- Responsibilities of the IAAC Secretariat.

Evaluate on a scale of 1 to 5, considering:

5 = Excellent, 4 = Very good, 3 = Good, 2 = Insufficient, 1 = Deficient

| Describe the strong points and contributions of the evaluated person and the areas of opportunity.**General Evaluation** |
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| **No.** | **Topic of evaluation**  | **Global Grade From 1 to 5** | **Comments and recommendations** | **For the global grade of each evaluation topic consider the following:** **(Based on AD 011 Responsibilities of the IAAC Secretariat)** |
| **1** | **Executive Committee Support** |  |  | Development of the key activities defined by the Executive CommitteeParticipation in IAF, ILAC and ISO/CASCO strategic committees, to improve IAAC leadership.Participation in the opening of spaces for discussion, comments and joint creation of documents and development of international organizations.Monthly report to the Executive Committee to maintain communication and feedback on the implementation of the annual work plan and compliance with the IAAC strategic plan.Report the Technical Secretariat activities once a week to the IAAC Chair / Vice-Chair.Present to the IAAC executive committee at each meeting, the progress of meeting the goals. |
| ***2*** | **Support to the Technical Committee and the Laboratories, Inspection and Certification Subcommittees** |  |  | Arrange the tactical and operational line for the management of the technical subcommittees with the members of the technical committee.Inform the members of the technical committee and the subcommittees of the discussions and documents of IAF, ILAC, ISO/CASCO, OIML, COPANT and SIM, etc.Lead the IAAC think tank to encourage the exchange of ideas among its members and interested parties, for the improvement of the management, presence, and promotion of IAAC at the regional level and world leadership in the different forums.Participate in the IAF/ILAC or CASCO working groups that the technical committee requests, and inform the members of the IAAC technical subcommittees, depending on the subject, the results of the management.Give induction to the new members of IAAC regarding the state of discussions of the IAF/ILAC Technical Committee, so that they can have a more active participation.Generate and encourage in the members of the IAAC technical subcommittees the participation with comments in the consultations to the documents generated by IAF/ILAC.Support ad-hoc groups when necessary for the development of specific tasks within a certain period and contribute to their progress. |
| ***3*** | **Responsibilities with the MLA Committee** |  |  | Establish mechanisms to identify specific needs for the development and continuous improvement of the IAAC MLA.Keep the list of evaluators updated and carry out the monitoring plan for peer evaluators.Contribute to the work of the Peer Evaluators Working Group regarding training, monitoring, performance, and qualification of peer evaluators.Support the work of the Ad Hoc Groups when necessary for the development of specific tasks, in a determined time, and contribute to their progress.Develop scopes for the IAAC MLA (private schemes and standards for accreditation)Present a work plan to develop scopes for accreditation recognition agreements in the region.Contribute so that the peer evaluators work group provides efficient support to IAAC activities related to training, selection, and management of peer evaluators. |
| ***4*** | **Training** |  |  | Support the TSC in interacting with committees and subcommittees to strengthen the competence of IAAC members.Train and contribute to the development of the accreditation and knowledge management activity for all IAAC members. |
| ***5*** | **Stakeholders Committee** |  |  | Encourage the participation of Stakeholders in discussions and generation of publications, which make IAAC a Think Tank and co-creation of ideas for the management of competitiveness and sustainable development for the continent.Build together with the Stakeholders Committee Chair and Vice-Chair, the work plan to be developed, to create efficient communication channels and beneficial agreements between accreditors, COPANT, SIM, conformity assessment bodies, regulators, academia, commercial blocks, consumers; so that the Quality Infrastructure of the Americas is strengthened and made more efficient, through the use of the accredited conformity assessment and recognized by IAAC. |
| ***6*** | **Participation in technical cooperation projects**  |  |  | Represent IAAC in cooperation projects for the region. |

**Grade the performance of the IAAC Technical Secretary on a scale of 1 to 5.**

5 = Excellent, 4 = Very good, 3 = Good, 2 = Insufficient, 1 = Deficient

Describe the strong points and contributions of the evaluated person and the areas of opportunity.

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| **General Grade** |  |
| **Strengths / Contributions to highlight** |  |
| **Recommendations for improvement**  |  |
| **New Goals** |  |

**PERFORMANCE OF THE IAAC EXECUTIVE SECRETARY**

Taking into consideration the IAAC Executive Secretary work during the last year, grade his level of fulfillment of the assigned responsibilities according to AD 011- Responsibilities of the IAAC Secretariat.

Evaluate on a scale of 1 to 5, considering:

5 = Excellent, 4 = Very good, 3 = Good, 2 = Insufficient, 1 = Deficient

| Describe the strong points and contributions of the evaluated person and the areas of opportunity.**General Evaluation** |
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| **No.** | **Topic of evaluation**  | **Global Grade From 1 to 5** | **Comments and recommendations** | **For the global grade of each evaluation topic consider the following:** **(based on AD 011 Responsibilities of the IAAC Secretariat)** |
| **1** | **Management of the Executive Committee and General Assembly meetings. Management of Resolutions.** |  |  | Timely preparation of draft documents for the meetings and submittal to members.Organization of the logistics of the meetings and coordination with the meeting host.Assistance to the Chair in the preparation and development of meetings, including draft meeting resolutions and coordination with the responsible parties.Manage the IAAC membership application process.Manage IAAC voting processes for approval of the General Assembly, Executive Committee and MLA Group.Manage and monitor the complaints and appeals processes.Carrying out inductions to new members of IAAC.Contribution to the performance of the internal audit of IAAC.Prepare IAAC reports for international and regional organizations. |
| **2** | **Support to the Management Committee and the Training, Promotion and Documentation Subcommittees** |  |  | Ensure and maintain the IAAC quality management system in accordance with IAAC policies and procedures and in compliance with the IAAC AD 003 Quality Manual.Support the promotion subcommittee in planning and carrying out IAAC promotional activities and events.Support the Presidency and Vice Presidency of the training subcommittee in carrying out training activities.Manage the process of distribution, voting, approval, and adoption of documents of the IAAC management system. |
| ***3*** | **Document Control and Records** |  |  | Maintenance of the IAAC document control system and records. |
| ***4*** | **Management of the MLA process** |  |  | Contribution to ensure and maintain the regional operation of the IAAC MLA in compliance with the requirements of IAAC, IAF and ILAC.Management of peer evaluations in support of the MLAG PresidencyPreparation of draft agendas and documents for MLAG meetings.Other activities according to the MLA Secretary's responsibilities described in AD 021 MLAG and MLAC TORS. |
| ***5*** | **Communication** |  |  | Act as liaison of IAAC Chair, Committees and Subcommittees. Information to members regarding IAAC issues and relevant topics. IAAC website maintenance and updated membership directory.IAAC social media management.Handling and response of correspondence addressed to IAAC and the Chair. Drafting and submittal of IAAC reports for regional and international Cooperations. |
| ***6*** | **Management of Technical Cooperation Projects**  |  |  | Represent IAAC in regional technical cooperation projects.Project Management and logistics of project activities. |
| ***7*** | **Finances** |  |  | Calculation and notification of the membership fees. Collection of the IAAC membership fees. Support in the preparation of financial reports and budget. External audit management.Management of payments to suppliers.Coordination with the IAAC Treasurer |

**Grade the performance of the IAAC Executive Secretary on a scale of 1 to 5.**

5 = Excellent, 4 = Very good, 3 = Good, 2 = Insufficient, 1 = Deficient

Describe the strong points and contributions of the evaluated person and the areas of opportunity.

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| **General Grade** |  |
| **Strengths / Contributions to highlight** |  |
| **Recommendations for improvement**  |  |
| **New Goals** |  |