



## **GUIDE TO CALCULATE THE COST OF AN IAAC PEER EVALUATION**

### **CLASSIFICATION**

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### **1.Objective**

This guide has as its objective a description of the factors that should be considered for calculating the cost of an IAAC peer evaluation.

### **2.Cost of a peer evaluation**

The accreditation body to be evaluated is responsible for covering all the costs of the peer evaluation. IAAC is responsible for designating the evaluation team but does not have financial responsibility and does not organize the evaluation.

In order to calculate the anticipated cost of a peer evaluation it is necessary to know the size of the evaluation team, the country of origin of every evaluator, the evaluation program and the language to be used in the evaluation.

The cost of a peer evaluation includes travel costs of the peer evaluators and the trainee evaluators: economy class airfare (and/or bus, ship, train, etc.), hotels, meals, transport, visa, meeting rooms, and, if needed, document translation and simultaneous interpretation.

### **3.Logistics of the evaluation**

3. The body to be evaluated organizes all the logistics for the evaluation team including: national and international flights, hotel reservation for the evaluators, meals, reservation of meeting rooms, organization of transport to the meetings and, when necessary, hiring translator and interpreter services.

3.1 Airplane. The body to be evaluated reserves and buys the national and international airplane tickets, on economy class, which includes passenger insurance, seat assignments, baggage fees, use of a reasonable route, agreeing beforehand on the itinerary with the evaluators. The body to be evaluated confirms whether the airplane ticket includes the country departure tax and whether a transit visa or vaccinations are required according to the flight itinerary and transmits the information to the persons who are going to travel.

3.2 Hotel. The body to be evaluated selects the hotel where the evaluators will stay. A 4 star hotel or similar is recommended. A single room for each evaluator will be reserved and shall include free internet connection for the evaluator.

3.3 Transport. The body to be evaluated covers the cost of transportation from the evaluator's house to the airport and from the airport to his house in his country of origin; transportation from the airport to the hotel upon arrival and from the hotel to the airport the last day and the transportation for the evaluation team during the evaluation.

3.4 Meals. The body to be evaluated shall cover the costs of meals and indicate the logistics for meals. Breakfast usually is included in the hotel bill; if not, this cost



should be included in the per diem assigned to the evaluators by the body to be evaluated. The cost of lunch and dinner shall be covered by the body to be evaluated or included in per diem assigned to the evaluators (see per diem below).

3.5 Others. The cost of the visa or the transit visa shall be included in the per diem assigned to the Evaluator.

#### **4. Size of the Evaluation Team**

The President of the MLA Committee of IAAC will designate formally the members of the evaluation team and beforehand will inform the body to be evaluated according to MD 002 Policies and Procedures for the Multi-lateral Recognition Arrangement. The evaluation team is made up of a lead evaluator and at least an evaluator for each scope to be evaluated; in some cases, there can be two or more evaluators for each scope. The teams can be six or more evaluators, depending on the number of scopes of the evaluation.

The size of the evaluation team of a follow-up visit can be smaller and depends on the scopes to be revised. This is proposed by the lead evaluator and the IAAC MLA Committee Chair approves it. For example, a lead evaluator and an evaluator could participate.

#### **5. Duration of a peer evaluation.**

A peer evaluation can last approximately six days, plus the travel days. The evaluators arrive on a Saturday, or Sunday in the morning. The evaluation team meets Sunday afternoon (in the hotel room). The evaluation is performed from Monday to Friday, and the team returns on Saturday. The evaluations can be longer, especially if it is necessary to do witnessing before or after the evaluation in the office of the accreditation body.

A follow-up visit lasts approximately three days, plus the travel days. The exact time will be determined by the lead evaluator.

#### **6. Translation of documents**

If some evaluators on the team cannot speak the language in which the documents are written, the relevant documents of the evaluation indicated by the lead evaluator shall be translated into the language of the evaluator. The translation can take weeks of preparation and it is important that the documents be ready before the document review begins.

#### **7. Interpreter Services**

The body to be evaluated hires the interpreter service according to what the lead evaluator asks for. Normally the interpreter shall be available from the first meeting until the final meeting and during all the evaluation activities in the office of the accreditation body and during the witnessing. Exceptionally it may be necessary for the interpreter to be available in the closed sessions of the evaluation team on Sunday afternoon and each day until the meetings end, which



may last until late in the evening. The interpreter shall have a flexible schedule and be available to work whatever hours are required.

## **8. Meeting Room**

It is necessary that the evaluation team have a meeting room beginning with the first Sunday meeting and at the end of each day for meeting several hours in the hotel where it is staying.

Another option is for the lead evaluator to have a room with a meeting area (suite). Such a place shall be private, comfortable and have space for the necessary services for working: snacks, bathroom, internet, etc. At the same time, for the evaluation in the premises of the Accreditation Body, there shall be a suitable meeting room with equipment and services for the tasks of the evaluation team.

The body to be evaluated must coordinate these details with the lead evaluator according to the evaluation program.

## **9. Per Diem for evaluators**

The body to be evaluated decides which will be the amount of per diem that will be delivered to the evaluators, according to the economy of each country. There is no determined amount for this. The evaluators should be comfortable during their stay and be able to do their work in a professional and safe manner.

Per diem are the daily expenses that the evaluator must pay during the evaluation, in case some expenses are not paid directly by the body to be evaluated. The evaluators professional fees are not paid, only the cost of the trip, since the work of an evaluator is voluntary and is offered by the members of IAAC.

The body to be evaluated communicates directly with each evaluator in order to organize in the best way to deliver the per diem, for example:

- 1) If the body to be evaluated pays all per diem of the evaluators directly to the airlines, hotels, taxis and restaurants, the evaluators do not need to receive per diem because they do not incur in any expense. Although generally there is a minor expense that should be paid to the evaluator (for example the taxi from his/her house to the airport and from the airport to his/her house in the country of origin).
- 2) If the body to be evaluated pays the hotel directly, it delivers to the evaluator a quantity of per diem in cash the first day of the evaluation so that he/she can pay for his/her meals and taxis.
- 3) If the evaluator pays his/her own per diem, the body to be evaluated will reimburse such expenses to the evaluator or the organization that made the payment. This only happens in an exceptional case when an evaluator asks for it because of the internal policies of his/her own organization.

## **10. Budget for the evaluation**



The factors that the body to be evaluated should consider for preparing the budget for the evaluation are:

- Airplane tickets that include passenger insurance, seat assignment, baggage fees, and taxes
- Visa, if needed
- Hotel
- Meals
- Transportation
- Meeting rooms for the team
- Interpreter (if necessary)
- Translation of documents (if necessary)
- Others