



TECHNICAL COMMITTEE TERMS OF REFERENCE

CLASSIFICATION

This document is classified as an IAAC Administrative Document.

AUTHORIZATION

Issue N°:	05
Prepared by:	Technical Committee
Date:	May 2023
Revision N°:	00
Approved by:	General Assembly
Issue Date:	September 01, 2023
Application Date:	Immediate
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AVAILABILITY

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Original: English

1. OBJECTIVE

- 1.1 The objective of the IAAC Technical Committee is to provide technical support for accomplishment of IAAC's activities.
- 1.2 To define strategic lines in the Technical Committee's work plan, which will be the basis for the work of the IAAC's technical subcommittees.

2. FUNCTIONS

- 2.1 The functions of the Technical Committee (TC) are:
 - a) Define strategic lines in the Technical Committee's work plan, which will be the basis for the work of the IAAC's technical subcommittees.
 - b) To provide general direction and coordination to the work of the subcommittees;
 - c) To approve the Terms of Reference and Work Programs of the technical subcommittees and ensure that these documents are consistent with IAAC guidelines and programs;
 - d) To serve as liaison between the Executive Committee and the technical subcommittees, and to inform the Executive Committee and IAAC's General Assembly regarding the work performed by the TC and the subcommittees under its responsibility;
 - e) To collaborate with the IAAC Technical Secretary in the development of the activities of the subcommittees.
 - f) To coordinate the tactical support provided by the IAAC Technical Secretary in assisting the Subcommittee chairs in developing the annual operational/work plans.
 - g) To coordinate the activities of the IAAC Technical Secretary in the preparation of the base documents for discussion of the technical working groups and in the control of meeting agendas and minutes of the different meetings that are held
 - h) To coordinate with other IAAC committees the accomplishment of IAAC objectives;

- i) To keep IAAC members informed about cross-frontier accreditation activities and documents;
- j) To create and dissolve *workinggroups* or task force, as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;
- k) To study and interpret international and regional technical documents related to accreditation;
- l) To monitor regional and international activities and document generation related to the scope of the committee, and to propose to the Executive Committee actions to be taken;
- m) To ensure that IAAC's technical criteria are based on international documents, guidelines and practices;
- n) To identify the needs to develop IAAC documents related to the scope of the committee, coordinate their elaboration and request their issuing;
- o) To represent IAAC at technical committees of relevant regional and international organizations, and to propose IAAC's participation in joint working groups with other bodies;
- p) To keep the IAAC Technical Secretariat informed about committee activities, including resolutions, work plans and attendance registries of meetings or other activities; and
- q) Lead the IAAC think tank, in coordination with the Technical Secretariat.
- r) Provide relevant information related to de TC, with the purpose of Promote IAAC activities.
- s) In conjunction with the Technical Secretariat, identify and support the construction of project proposals for presentation to funding bodies.

3. COMPOSITION

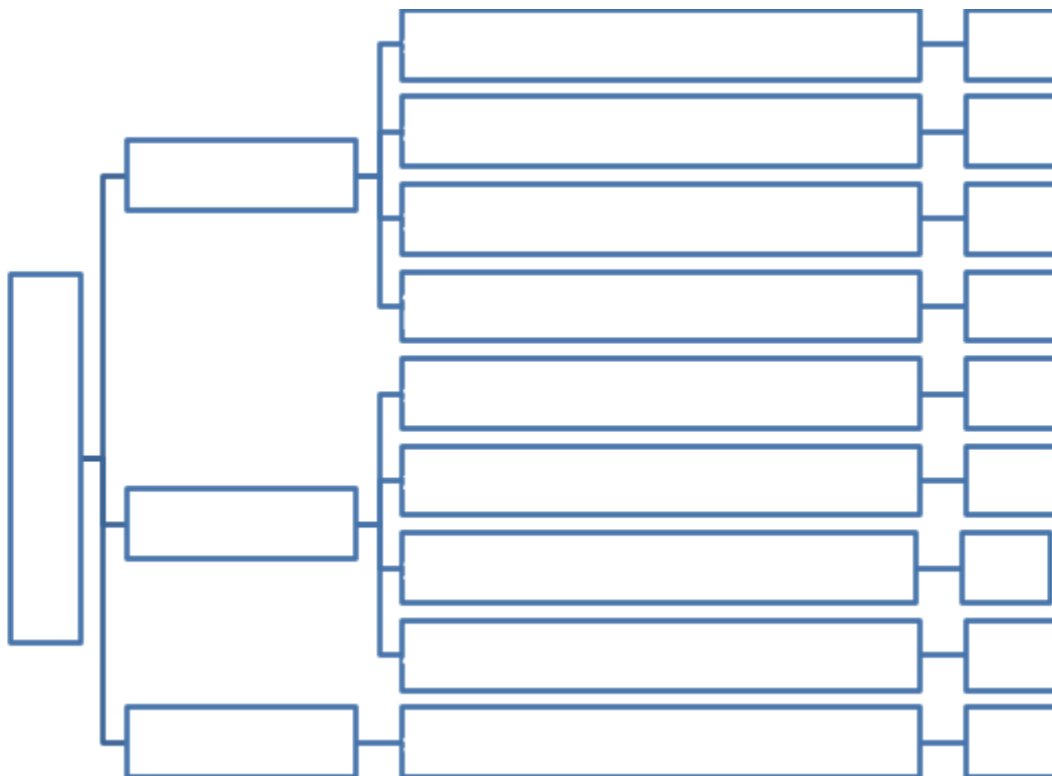
3.1 Technical Committee Composition

3.1.1 The TC shall be composed by Chairs and Vice-Chairs of technical subcommittees, including the Laboratories Subcommittee, the Certification Bodies Subcommittee, the Inspection Bodies Subcommittee, and those that may be formed in the future.3.1.2 As stated in IAAC's Bylaws, the TC Chair and Vice-Chair are elected by the General Assembly.

3.1.3 Other persons who are related to the TC’s activities and functions may attend the meetings with the TC Chair’s consent.

3.2 Technical Subcommittees Composition

3.2.1 The technical subcommittees are composed of working groups (WG) for each accreditation scheme, and different specific task force (TF) with relevant issues in each subcommittee and working group.



Working Group (WG): Grouping by accreditation schemes under each of the IAAC technical subcommittees, with the purpose of organizing the Tasks Force them to conform.

Tasks Force (TF): Groups that are formed to work on a specific issue within the framework of a Working Group. These are made up of personnel from the ABs or STK who are specialists in the topic to be discussed, not necessarily the members of the subcommittees. The members of the TF must be proposed by the members of the subcommittees

3.2.2 The coordinator of the working groups will be the Technical Secretary

3.2.3 Each TF will have a coordinator who will be chosen when the TF are formed. The

Chairs and Vice-Chairs of technical subcommittees can also be elected as coordinators of the TF formed.

4. RESPONSIBILITIES

4.1. The TC Chair's responsibilities are:

- 4.1.1. To carry out these Terms of Reference;
- 4.1.2. To chair TC meetings;
- 4.1.3. To report the General Assembly and Executive Committee about the work that is being carried out;
- 4.1.4. To ensure that TC 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);
- 4.1.5. To submit to the General Assembly, for ratification, all resolutions adopted by the TC;
- 4.1.6. To distribute to committee members, through the IAAC Technical Secretariat, working papers for committee meetings at least two weeks before meetings; and to
- 4.1.7. keep the Vice-Chair informed on all ongoing activities and plans.
- 4.1.8. Lead the definition of the strategic lines and the work plan of the TC.
- 4.1.9. Approve the formation of WG or TF, ensuring that the issues to be worked on are in line with the strategic lines and work plan defined in the TC

4.2. The TC Vice-Chair's responsibilities are:

- 4.2.1. To assist the Chair in the fulfillment of his/her duties; and
- 4.2.2. To replace the Chair in his/her absence or impediment.
- 4.2.3. To keep in contact with the Chair, in order to be aware of ongoing activities and plans

4.3. TC members' responsibilities are:

- 4.3.1. To attend TC meetings and actively participate on specialized working groups formed to undertake committee tasks;
- 4.3.2. To formulate initiatives to assist the accomplishment of committee objectives;
- 4.3.3. To perform tasks and duties that they receive individually or as part of working groups in a timely manner;

- 4.3.4. To report to the TC on undertaken activities, within the time established in these Terms of Reference;
 - 4.3.5. To implement the TC Work Plan and those of its subcommittees; and
 - 4.3.6. To contribute to the implementation of resolutions and instructions of the General Assembly.
 - 4.3.7. Request the TC President and Vice President the approval for the creation of GT or GTE, as discussed and approved in the meetings of each subcommittee
- 4.4. The responsibilities of the Technical Secretary are
- 4.4.1. Support the definition of the strategic lines and the work plan of the TC.
 - 4.4.2. Being coordinator of the WG that make up the technical subcommittees. In this way, the TS will be the communication bridge between the TF coordinators and the chairs and vice-chairs of the subcommittees.
 - 4.4.3. Support TF coordinators in communication to members and defined activities.
 - 4.4.4. Take control of the information, assistance and activities of the TF
 - 4.4.5. Communicate to the chairs and vice-chairs if any approval or support is needed from them in the TF
 - 4.4.6. The other functions of the Technical Secretary are defined in document IAAC AD011
- 4.5. The Responsibilities of the WG Coordinators are:
- 4.5.1. Being the leader of the TF and helping to generate consensus among the members of the TF.
 - 4.5.2. 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.
 - 4.5.3. Coordinate and participate in the activities carried out by the TF.
 - 4.5.4. Report the advances in the activities of the TF in the meetings of the technical subcommittees.
 - 4.5.5. Inform the voting member of their AB or STK belonging to the subcommittees

about the activities of the TF, to generate informed votes at the subcommittee meetings.

4.6. The Responsibilities of the WG members are:

4.6.1. 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 subcommittee of their exclusion from the TF.

Note: Subsequently, the inclusion in the TF can be requested again.

4.6.2. Actively participate in the activities defined by the TF.

4.6.3. Inform the voting member of their AB or STK belonging to the subcommittees about the activities of the TF, to generate informed votes.

5. MEETINGS

5.1 The TC shall meet at least once a year. Additional meetings may be held, when considered necessary by the Chair and vice-chair, by the IAAC General Assembly, or by at least one third of its members.

5.2 Draft agendas shall be distributed at least four weeks before each meeting.

5.3 Meeting documents shall be distributed at least two weeks prior to each meeting.

5.4 The resolutions and work plans shall be distributed within one month of the meeting.