IAAC
INTER-AMERICAN ACCREDITATION COOPERATION

TRAINING SUBCOMMITTEE
TERMS OF REFERENCE

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TRAINING SUBCOMMITTEE
TERMS OF REFERENCE

1   O B J E C T I V E

1.1   The objective of the IAAC Training Subcommittee is to plan, execute and follow up the on the training activities required by the IAAC committees and subcommittees.

2   F U N C T I O N S

2.1   The functions of the Training Subcommittee (TSC) are:

a)   To develop the Terms of Reference and review them according the to IAAC's needs;

b)   To contribute to increasing the technical competence of the IAAC Committee and Subcommittee members;

c)   Promote the transfer of knowledge, collaboration, cooperation and mutual support among IAAC members;

d)   To move forward with the training needs identified by the IAAC Committees and Subcommittees;

e)   To draft the IAAC training plan;

f)   To coordinate and execute with the IAAC committees and subcommittees the training plan;

g)   To present an annual report to the Management Committee (MC) regarding the work in progress of the scheduled activities and communicate any concern or need deemed relevant. The annual report shall be submitted one month prior to the MC meeting;

h)   To create and dissolve ad-hoc groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress;

i)   To maintain a record of all training activities performed by the TSC and share it with the Executive Secretary and Technical Secretary as appropriate;

j) To organize the activities relative to peer evaluations when it is for purposes of training and support; the MLA Committee will coordinate the activities for peer evaluations when the requesting accreditation body has submitted a formal request to the MLA Committee to join the MLA Group;

k) To establish criteria for the selection of instructors and participants in IAAC training activities;

l) To coordinate training activities related to the parameters agreed with existing cooperation projects for IAAC and other regional and international bodies;

m) To provide relevant information to the Promotion Subcommittee in order to promote IAAC activities; and

n) To keep the IAAC Executive Secretary and Technical Secretary informed about TSC activities, including resolutions.

3   COMPOSITION

3.1   The TSC is composed of representatives of full, associate, and stakeholder members of IAAC.

3.2   Other persons may attend the meetings, with the consent of the TSC Chair.

3.3   As indicated in IAAC's Bylaws, the TSC Chair and Vice-Chair are elected by the General Assembly.

4   RESPONSIBILITIES

4.1   The TSC Chair's responsibilities are:

a) To carry out these Terms of Reference;

b) To chair TSC meetings;

c) To report to the General Assembly, EC and MC about the work that is being carried out;

d) To ensure that TSC resolutions 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);

e) To submit to the General Assembly, for ratification, all resolutions adopted by the TSC;

f) Execute the resolutions approved by the General Assembly; and

g) To maintain the Vice-Chair informed on all of the current and planned activities.

4.2 The TSC Vice-Chair's responsibilities are:

a) To assist the TSC Chair in the fulfillment of his/her duties;

b) To replace the TSC Chair in his/her absence or impediment; and

c) To maintain permanent contact with the Chair in order to be aware of the current and planned activities, and assist the Chair in carrying them out.

4.3 TSC members' responsibilities are:

a) To attend TSC meetings and actively participate in ad hoc groups when they are formed to undertake TSC tasks;

b) To formulate initiatives to assist the accomplishment of TSC objectives;

c) To opportunely perform tasks and responsibilities that they receive individually or as part of ad hoc groups;

d) To report to the TSC on activities undertaken;

e) To implement the TSC Work Plan; and

5   M E E T I N G S

5.1 The TSC shall meet when considered necessary by the Chair, by the IAAC General Assembly, by the MC, or by at least one third of its members.

5.2 The TSC shall meet at least once a year.

5.3 Draft agenda shall be distributed at least four weeks before the meeting.

5.4 Meeting documents shall be distributed at least two weeks prior to the meeting.

5.5 Draft resolutions shall be distributed within one month after the meeting.

6   IDENTIFYING TRAINING NEEDS

6.1 The training needs of an IAAC Committee or Subcommittee shall be identified in the Working Groups that are formed within them. If there is no Working Group, the

Committee or Subcommittee will identify and propose to its members the need for training so that it can be approved.

6.2   In the identification of training needs, the Committees, Subcommittees or Working Groups shall consider for the prioritization of topics:

a) The requirements of International Cooperations, of IAAC, of the accreditation scheme or regulations.

b) The schemes that IAAC wishes to expand under the framework of its recognition.

c) The Committee or Subcommittee members' needs.

6.3   The training needs shall be agreed in the resolution of the Committee or Subcommittee, afterwards they shall be transferred to the TSC so that they may be incorporated into the Training Plan to be executed.

6.4   The Committee or Subcommittee shall send the following information to the TSC, regarding the training that has been requested:

1. Name of the activity.

2. Objective.

3. Type.

4. Date of training required.

5. Proposal of the topics to be discussed.

6. Person appointed by the Committee or Subcommittee to follow up on the training.

7   PEER EVALUATOR TRAINING

7.1   The TSC will support the execution of the training plan for IAAC peer evaluators, in accordance with the development plan identified by the Peer Evaluators Working Group.

8   CRITERIA TO CARRY OUT TRAINING ACTIVITIES

8.1   The training activities that are required of the TSC will be followed up in its meetings to establish the IAAC Training Plan.

8.2   Training needs identified as a result of IAAC's internal and external audits, management review, complaints and appeals will be incorporated into the IAAC Training Plan.