

IAAC Award Policy

CLASSIFICATION

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AUTHORIZATION

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AVAILABILITY

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IAAC Award Policy

1. Purpose

The purpose of this document is to provide a procedure to recognize the work of a person or organization at service of IAAC for a certain period of time or an outstanding activity.

2. Award Categories

2.1 There are three types of awards that may be presented by IAAC –

- a) Certificates of Appreciation to Individuals
- b) Distinguished Service Awards.
- c) Certificates of Appreciation to Organizations

2.2 **Certificate of Appreciation of service** – this award will be given on the basis of service to IAAC. Individuals who have served as an officer, chair or vice-chair of a committee or subcommittee will be recognized for their service by the presentation of a certificate at the end of their term. Other individuals may be presented a certificate at the discretion of the Executive Committee. More than one individual may be presented this award annually, at the General Assembly, if possible. Suggested inscription on the certificate:

*[Official IAAC Logo
[Presented to]
[Name]
[In appreciation for dedicated service to the]
[The Inter American Accreditation Cooperation]
[List offices held or type of service]
[Dates]*

2.3 **Distinguished Service Award** – This award is presented to recognize individuals who have made an outstanding and significant contribution to IAAC. This could include administrative or special activities at the committee, subcommittee or Cooperation level. Any outstanding service or activity that has greatly enhanced the prestige or standing or advanced the interests of the Cooperation would be appropriate.

Individuals may be nominated for the **Distinguished Service Award** by any member of the IAAC. The nomination shall be in writing and include the name of the nominee, their professional title and organization. The nature, significance and context of the nominee's contribution to IAAC should be described. The nomination should be limited to one page.

The **Distinguished Service Award** may be a plaque recognizing service to IAAC. No more than two awardees of the Distinguished Service Award should be recognized in any one year. Awards will be presented at the General Assembly, if possible. Suggested inscription on the plaque:

*[IAAC logo and outline of the Americas]
[The Inter American Accreditation Cooperation expresses appreciation to]
[NAME]
[For his/her outstanding professional dedication, commitment and service to the IAAC]*



[Offices held to be listed or a statement about service with dates]

2.4 Certificate of Appreciation to Organizations – This award is presented to recognize organizations who have made an outstanding and significant contribution to IAAC. Organizations may be nominated for the **Certificate of Appreciation** by any member of the IAAC. The nomination shall be in writing and include the name of the organization. The nature, significance and context of the nominee’s contribution to IAAC should be described. The nomination should be limited to one page. No more than two awardees of the **Certificate of Appreciation** should be recognized in any one year. Awards will be presented at the General Assembly, if possible. Suggested inscription on the certificate:

[Official IAAC logo]

[The Inter American Accreditation Cooperation expresses appreciation to]

[NAME]

[in gratitude of the support and guidance given to IAAC as it developed into a recognized regional cooperation body and for the work done to make easy trade among nations and underpin the credibility and performance of goods and services]

[Place and date when the certificate will be delivered]

3. Awards Taskforce

3.1 An Awards Taskforce composed of the Chair of the Promotions Sub Committee and three members at large is established. The members at large will be nominated by the IAAC Chair.

3.2 The Awards Taskforce makes recommendations to the IAAC Executive Committee for Certificate of Appreciation awards.

3.3 The Awards Taskforce receives nominations for the Distinguished Service Award two months prior to an Executive Committee meeting, via the Executive Secretary. The Taskforce evaluates nominations and makes recommendations to the IAAC Executive Committee for approval.

3.4 The Awards Taskforce, in coordination with the Executive Secretary, will make the arrangements to produce the certificates and plaques, as well as for the presentation of the awards.

3.5 The Awards Taskforce will ensure that appropriate promotion of this activity is made.