



IAAC Secretariat Responsibilities

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IAAC Secretariat Responsibilities

IAAC has a Secretariat, separated into Technical and Executive, both report to the Executive Committee by means of a report each semester. The responsibilities of each one with the General Assembly and the IAAC committees and subcommittees, per the current organizational chart, are described below.

1. IAAC Executive Secretariat's responsibilities

The responsibilities of the IAAC Executive Secretary are described in current the IAAC Bylaws, under Article 8.2 and in the items below.

The Executive Secretary depends from the IAAC Chair regarding the topics related to the management and improvement of the administrative operation activities of the Inter-American Accreditation Cooperation.

The Executive Secretary depends from the IAAC MLA Group Chair regarding the operation, maintenance and improvement of the MLA Group activities.

1.1 Responsibilities to the IAAC General Assembly and Executive Committee:

- a) Draft agendas for approval by the Chair and resolutions for the General Assembly and Executive Committee meetings, monitor and follow up on the resolutions together with the corresponding responsible parties to ensure fulfillment;
- b) Prepare drafts of work documents for the Executive Committee and General Assembly meetings;
- c) Prepare drafts of the IAAC Chair's correspondence;
- d) Manage together with the Technical Secretary, IAAC technical cooperation projects asking the Chair on the decision to be made. Submit status project reports to the Executive Committee and General Assembly;
- e) Translate meeting documents of the Executive Committee and General Assembly into English and into Spanish as necessary;
- f) Prepare reports on IAAC activities for the international and regional organizations for their meetings in coordination with the Technical Secretary;

regarding the activities performed, in order to continue demonstrating equivalence within the Regional Group and among the Regional Groups.



- g) Draft the management review report to be reviewed by the IAAC Chair and Management Committee Chair for approval, and distribute it to the Executive Committee members;
- h) Support the IAAC Chair and Management Committee Chair in carrying out the internal audit managing the program which includes all the technical activities of the Management System and MLA Group. Identify and propose internal auditors. Coordinate the travel logistics of the internal auditor, if necessary. Participate together with the MLA Group and Management Committee Chair in the internal audits and manage and follow-up the internal audit process until its conclusion.
- i) Manage and monitor the complaints and appeals processes per PR 005 to ensure that actions including follow up actions are performed as required and submit a report to the Executive Committee and General Assembly during their meetings;
- j) Manage with impartiality the voting processes of the members of the General Assembly and the Executive Committee and inform the results. Submit compliance reports of members' voting obligations, as necessary.
- k) Manage the IAAC membership application process. Draft a membership report of new members, changes and withdrawals for submission to the Executive Committee and General Assembly, as appropriate;
- l) Process IAAC membership applications, conducting the corresponding investigations in accordance with PR 013 membership application procedure.
- m) Support the IAAC Chair in the management and investigation of legal or administrative matters of IAAC before the authorities or institutions, as appropriate.
- n) Support the IAAC Chair in conducting inductions to new IAAC members regarding the functioning of IAAC, IAF and ILAC and the Recognition Arrangement (MLA) with reports, information, guidance and support.
- o) Develop and manage consultation processes and surveys for the members of the General Assembly and the Executive Committee and the committees and subcommittees, as necessary.
- p) Manage and respond to information queries sent to IAAC through the IAAC website and email.
- q) Maintain continuous communication with the IAAC Technical Secretariat for the development of IAAC activities and objectives.



- r) Maintain IAAC members informed on issues regarding the Cooperation and relevant topics;
- s) Maintain copies of the lists of committee and subcommittee members;
- t) Act as a liaison for committees, subcommittees, and Chair.

1.2 Responsibilities to the IAAC Treasurer

- a) Support the IAAC Treasurer and accountant in the preparation of the financial reports that includes: Income and Expenses, Income Statement, Cash Flow;
- b) Manage the performance of the annual financial audit at the beginning of each year, carried out by external auditors.
- c) Ensure the presentation of annual tax information of IAAC before the tax authorities of Mexico.
- d) Support the IAAC Treasurer in seeking income from other sources to support IAAC activities.
- e) Maintain control of IAAC membership fee payments, monitor the IAAC bank account, and provide regular reports to the Treasurer;
- f) Request information from IAAC members to calculate the corresponding annual fee in accordance with the PR 015 membership fee procedure;
- g) Request the payment of fees to IAAC members, follow up and prepare a status report for the Executive Committee;
- h) Manage the issuance of invoices with the IAAC accountant for membership fees and other fees;
- i) Manage and follow up on payments to vendors (contractors, translators, instructors, etc.) and manage reimbursements to external organizations;
- j) Coordinate travel logistics and manage travel expenses for the IAAC Chair, MLAG Chair, Technical and Executive Secretaries, instructors, IAAC peer evaluators, IAF/ILAC peer evaluators, internal auditor, and IAAC representatives, as required.



1.3 Responsibilities to the MLA Group

- a) Support the Chair and Vice-Chair of the MLA Group to carry out their activities;
- b) Develop the proposed agenda and topics, prepare documents, translations and presentations for the MLA Group meetings;
- c) Draft resolutions of the MLA Group. Maintain a control of resolutions and follow-up on the resolutions of previous meetings.
- d) Ensure and maintain the regional operation of the IAAC MLA in compliance with IAAC, IAF and ILAC requirements.
- e) Manage the IAAC MLA applications and extensions processes and keep the MLA Group informed.
- f) Manage the peer evaluation program of the MLA signatory members and keep the MLA Group informed.
- g) Manage and monitor the IAAC peer evaluation processes to ensure compliance with the peer evaluation procedure.
- h) Identify and propose peer evaluators for the designation of IAAC evaluation teams, including joint peer evaluations with other regional cooperations.
- i) Identify and propose regional peer evaluators provided by IAAC to participate in IAF and ILAC evaluations.
- j) Process, review and distribute, in accordance with the MD 002 procedure, the peer evaluation reports to the members of the MLA Group.
- k) Process the MLA signatory members self-declarations for scope extensions of the IAAC MLA and inform ILAC and IAF as appropriate.
- l) Manage the voting process of the members of the MLA Group and report on the members' compliance with voting obligations in IAAC, IAF and ILAC.
- m) Ensure the confidentiality and impartiality of the peer evaluators and members of the MLA Group by signing the FM 011 declaration of confidentiality.



- n) Coordinate the IAF and ILAC evaluations of IAAC. Coordinate the follow-up and improve the response time to the findings generated in IAF/ILAC evaluations.
- o) Participate as an interpreter for IAF-ILAC peer evaluators during the IAF-ILAC witnessings of IAAC peer evaluations, as necessary.
- p) Submit regular and annual reports to IAF and ILAC on the status and development of the IAAC MLA
- q) Participate in the IAAC internal audits together with the Management Committee Chair and MLA Group Chair and propose actions to improve the IAAC management system and the IAAC peer evaluation process.
- r) Ensure and monitor compliance by the members of the MLA Group with the standards and mandatory documents of IAAC, IAF and ILAC, with respect to their transitions and implementation dates. Submit reports to IAAC, IAF and ILAC as required.
- s) Manage the process of complaints and appeals regarding the members of the IAAC MLA Group.
- t) Keep the MLA Group informed about the changes reported by the signatories of the MLA, and the peer evaluation teams as necessary.
- u) Manage the execution and logistics aspects of the workshops for peer evaluators in coordination with the Technical Secretariat, the MLA Group and the training subcommittee. Coordinate resource allocation and travel logistics for participants and instructors, as applicable.
- v) Draft and submit the IAAC MLA report for the IAF and ILAC JMC and for the annual reports of the IAF and ILAC MLA.

1.4 Responsibilities to the MLA Committee

- a) Generate reports of the MLA Group for the members of the MLA Committee on the IAF-ILAC evaluations of IAAC, and new MLA signatories.



- b) Manage and monitor the contributions of peer evaluators of the signatory members of the MLA according to the requirements of MD 002 and provide reports to the MLA Committee.
- c) Maintain the records of IAAC representatives to IAF and ILAC Committees and Working Groups related to the MLA and inform the MLA Committee during its meetings.
- d) Maintain records of IAAC training activities for peer evaluators.

1.5 Responsibilities to the Management Committee

- a) Support the Management Committee Chair and Vice-Chair in carrying out the functions and activities of the committee.
- b) Contribute to the activities entrusted by the Executive Committee in the implementation, maintenance and improvement of the IAAC Management System with respect to administrative and MLA Group issues;
- c) 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.
- d) Support the IAAC Chair and Management Committee Chair in carrying out the internal audit
- e) Support the Management Committee Chair to address the findings of internal audits or IAF-ILAC evaluations regarding the management system;

1.6 Responsibilities to the Documentation Subcommittee

- a) Support the Documentation Subcommittee Chair and Vice-Chair in carrying out the functions and activities of the subcommittee.
- b) Maintain and control the documents of the IAAC management system in accordance with PR 001.



- c) Manage the publication, issuance, storage, maintenance, formatting, classification, validity, and conservation of IAAC documents, translations, minutes, resolutions, and records, as appropriate, in accordance with PR 001.
- d) Perform backups of the electronic files of the IAAC documents and records, in accordance with PR 001.
- e) Manage the process of distribution, voting, approval, and adoption of documents of the IAAC management system, in accordance with PR 001.
- f) Manage and update the IAAC master list of the management system documents.
- g) Provide Spanish or English translations of relevant IAAC and international documents, in coordination with existing groups, coordinate the preparation of translations and the review process, ensuring that the Spanish versions are documents of Acceptable referrals for all Spanish-speaking members;
- h) Support the documentation subcommittee Chair and Vice-Chair in the drafting of resolutions during the meetings and in the follow-up of the resulting actions and commitments.
- i) Formulate initiatives to support the achievement of the objectives of the subcommittee;
- j) Perform in a timely manner the tasks and responsibilities assigned individually or as part of ad-hoc groups for the development or changes of documents;

1.7 Responsibilities to the Promotions Subcommittee

- a) Support the Chair and Vice-Chair of the Promotions Subcommittee in planning and carrying out activities and events to promote IAAC.
- b) Contribute to the development and execution of an annual communications plan.
- c) Manage the logistics of IAAC promotion activities and events. including communications, invitations, registration, selection of participants, hiring of interpreters as needed, coordination with the host agency for meeting rooms, hotel reservations, local transportation, refreshments.



- d) Manage the publication, dissemination and promotion of documents, reports, communications, IAAC, IAF, ILAC and international information, as appropriate.
- e) Manage the use of the IAAC logo among IAAC members in accordance with PR 023 procedure.
- f) Manage the IAAC website and keep its content updated. Manage the assignment of users and passwords to the website. Manage changes and modifications to the content and structure of the website. Ensure the protection and backup of data and confidentiality of the information on the website, as appropriate.
- g) Generate and update informative content on the website about the cooperation, activities, its members, and information of interest to IAAC members, interested parties, and the general public.
- h) Manage IAAC social networks in accordance with GD 048, including content generation to promote accreditation, recognition agreements (MLA), IAAC activities, IAAC members and parties interested,
- i) Manage the process of Awards granted by IAAC in accordance with AD 010.
- j) Organize an IAAC event to promote World Accreditation Day and promote IAAC members' events and activities on the WAD on the IAAC website.
- k) Carry out follow-up actions on promotional activities, including satisfaction surveys to obtain feedback on the needs of members.
- l) Maintain IAAC presentation materials with up-to-date information for IAAC events to promote IAAC and the IAAC MLA, for use by the IAAC Chair or IAAC representatives.
- m) Maintain records of the promotional activities carried out by the IAAC and publish them on the IAAC website;
- n) Support the Promotions Subcommittee Chair and Vice-Chair in drafting resolutions during PSC meetings and in monitoring the resulting actions and commitments.



- o) Carry out in a timely manner the tasks and responsibilities that it receives individually or as part of ad-hoc groups for the development or changes to documents;
- p) Formulate initiatives to support the achievement of the objectives of the subcommittee.

1.8 Responsibilities to the Training Subcommittee

- a) Support the Training Subcommittee Chair and Vice Chair in carrying out training activities.
- b) Support the TSC in the development and implementation of the annual training plan.
- c) Contribute to the planning of workshops and training events in coordination with the technical secretariat, training subcommittee and related subcommittees.
- d) Manage the execution and logistics of the workshops, events and training activities, including communications, invitations, registration, selection of participants, hiring of interpreters, coordination with the host organization for meeting rooms, hotel reservations, local transport, coffee breaks.
- e) Coordinate the allocation of IAAC or project resources and arrange the travel logistics for participants and instructors, in accordance with PR 016 and as applicable.
- f) Carry out follow-up actions on training activities, including satisfaction surveys, issuance of participation certificates, evaluation of instructors, results reports.
- g) Promote greater participation of members, including IAAC stakeholders, in IAAC training activities, as appropriate.
- h) Support the Training Subcommittee Chair and Vice Chair in drafting resolutions during the TSC meetings and in monitoring the resulting actions and commitments.
- i) Maintain a record of the training activities carried out by the TSC and publish it on the IAAC website;



- j) Formulate initiatives to support the achievement of the objectives of the subcommittee;

2. IAAC Technical Secretariat's responsibilities

The IAAC Technical Secretary reports directly to the IAAC Chair regarding contributions to the development of specialized technical management for the Inter-American Accreditation Cooperation, as well as stakeholders' management, to promote leadership, growth, and strengthening of IAAC. Its performance will be evaluated annually by the voting members of the executive committee.

The responsibilities of the Technical Secretariat are related to the support that it will give to the general assembly, committees, and subcommittees of IAAC, to:

- a) **Improve** the technical management of IAAC, through the development of the key activities defined by the Executive Committee, Technical Committee, MLA Committee, Stakeholders Committee, Peer Evaluators Working Group, and Training Subcommittee, to strengthen confidence in the work carried out by IAAC members.
- b) **Facilitate** the interaction and influence of IAAC members in ILAC, IAF, and ISO/CASCO, through the participation of the Technical Secretariat in discussions, working groups, comments on documents, and in the preparation of documents, with the consultation and approval of the IAAC technical committee.
- c) **Involve** IAAC in the discussions of the regional economic forums.
- d) **Generate** development projects for IAAC members, with financial support from organizations such as the World Bank, IDB, UNIDO, PTB, etc.

2.1 Responsibilities to the General Assembly

- a) Submit to the general assembly a summary of the activities carried out by the technical secretariat during the year and a work plan for the following year.

2.2 Responsibilities to the Executive Committee

- a) Participate in strategic committees of IAF, ILAC, and ISO/CASCO, as designated and objectives of the Executive Committee, to improve IAAC leadership.
- b) Report once a week to the Chair / Vice-Chair of IAAC the activities of the technical secretariat.
- c) Present to the IAAC executive committee at each meeting, the progress of goals achievement.



- d) The Technical Secretariat will present for approval, in the executive committee (in the framework of the general assembly), the work plan for the following year, including the proposed new areas of action for IAAC for the following period.
- e) Submit to the Chair and Vice-Chair of IAAC, the proposal for the participation of the Technical Secretariat in the different related organizations, for the following year, focused on seeking the influence of the region and its members,
- f) Actively participating in the opening of spaces for discussion, comments, and co-creation of documents and development of international organizations,
- g) Representing IAAC in cooperation projects for the region required by the IAAC Chair.
- h) Facilitate the interaction and influence of IAAC members in ILAC, IAF, and ISO/CASCO.
- i) Present to the Executive Committee a proposal for publications, worktables, discussions, webinars, to create together with the interested parties (SIM, COPANT, OEC, regulators, academia, consumers, commercial blocks, etc.), to strengthen relationships at the international and regional.
- j) As IAAC representative to the international cooperation, it will provide the spaces to establish a unified position for the region in the merger of ILAC and IAF and will seek that the superior interests of the region are presented before the committees.
- k) Present to the IAAC executive committee a strategy, for its approval, to link accreditation and recognized conformity assessment, within the agenda of conversations of the economic and commercial blocs.
- l) Submit a 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.
- m) Perform other functions, as determined by the IAAC Executive.
- n) Maintain continuous communication with the IAAC Executive Secretariat for the development of IAAC activities and objectives.

2.3 Responsibilities to the Technical Committee

- a) Submit to the Chair and Vice-Chair of the technical committee, the proposal for the development of the activities of the subcommittees.
- b) Arrange the tactical and operational line for the management of the technical subcommittees with the members of the technical committee.
- c) Carry out the secretariat and control of activities of the different meetings that are held, as well as the preparation of the base documents for discussion of the working groups and
- d) Inform the members of the technical committee and the subcommittees of the discussions and documents of IAF, ILAC, ISO/CASCO, OIML, COPANT, SIM, etc.
- e) Facilitate the interaction and influence of IAAC members in ILAC, IAF, and ISO/CASCO, through the participation of the Technical Secretariat in discussions,



working groups, comments on documents, and in the preparation of documents, with the consultation and approval of the IAAC Technical Committee.

- f) Lead the IAAC to 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 global leadership in the different forums.
- g) Give induction to new IAAC members regarding the status of discussions of the IAF/ILAC Technical Committee, so that they can have more active participation.
- h) Prepare and when appropriate present the IAAC reports at the different meetings of the IAF and ILAC Technical Committee,
- i) 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, of the results of the management.
- j) Generate and encourage the members of the IAAC technical subcommittees to participate with comments in the consultations on the documents generated by IAF/ILAC.
- k) Carry out the promotion and search for the participation of accreditation bodies and interested parties in the conformity assessment committees (mirror) of ISO/CASCO.
- l) Support the preparation of the terms of reference and work programs of the technical subcommittees and ensure that these documents are consistent with the IAAC guidelines and programs;
- m) Provide support between the Executive Committee and the technical subcommittees;
- n) Support the preparation of Executive Committee reports and the IAAC General Assembly about the work carried out by the Technical Committee and the subcommittees under its responsibility;
- o) Support in keeping IAAC members informed about activities and documents related to cross-border accreditation;
- p) Support ad-hoc groups when necessary for the development of specific tasks within a certain period, and contribute to their progress

2.4 Responsibilities to the MLA Committee



- a) Contribute to the MLA Committee in planning and managing the implementation and maintenance of IAAC Multilateral Recognition Agreements (MLA).
- b) Contribute to the implementation and maintenance of the operational policies and procedures of the IAAC Multilateral Recognition Agreement
- c) Establish mechanisms to identify specific needs for the development and continuous improvement of the IAAC MLA;
- d) Implement and ensure the effective application of criteria for qualifying peer evaluators and lead peer evaluators;
- e) Keep the register of peer evaluators updated to participate in the peer evaluation process of the IAAC MLA;
- f) Carry out the monitoring plan for the peer evaluators,
- g) Contribute to the work of the MLA Committee Peer Evaluators Working Group regarding training, monitoring, performance, and qualification of peer evaluators.
- h) Support in the preparation of a report to the Executive Committee at least two weeks before the meeting, concerning the fulfillment of the resolutions adopted and the established work program and as well as communicate any concern or need that is considered pertinent;
- i) Support the work of the Ad Hoc Groups when necessary for the development of specific tasks, in a given time, and contribute to their progress;
- j) Support the Management Committees of other international/regional MLA (for example ILAC, IAF, APAC, EA, ARAC, AFRAC).
- k) Develop scope for the IAAC MLA (private schemes and standards for accreditation), for the development of conformity assessment in the region and contribute to its recognition before IAF and ILAC.
- l) Submit to the Chair and Vice-Chair of the MLAC, the proposal for the improvement of the recognition agreement processes and the management of MLA development projects,
- m) Submit to the MLAC the plan to promote the acceptance and use of recognition agreements in the Americas.
- n) Submit to the MLAC Chair and Vice-Chair a work plan to develop scopes for the accreditation recognition agreements of the region, based on the Sustainable Development Goals SDG,
- o) Carry out trend research for the reliable promotion of development and innovation, for the use of accredited and recognized quality infrastructure.
- p) For the creation and promotion of new MLA scopes, the technical secretariat will focus on the following aspects and those indicated by the MLAC:



- q) Provide support to IAAC representatives on the committee, prepare an executive summary of the information produced by the IAF and ILAC MLA/MRA, to support the generation of IAAC voting positions.
- r) Prepare the base documents for the study or proposals of the working groups,
- s) Follow up on the MLA commitments and will promote the participation of accreditation bodies and stakeholders.

2.5 Responsibilities to the MLA Committee Peer Evaluators Working Group

- a) Contribute to the Peer Evaluators Working Group to provide efficient support to IAAC activities related to training, selection, and management of peer evaluators.
- b) Present the report about the need for additional peer evaluators.
- c) Present to the Peer Evaluators Working Group the training needs of the peer evaluators and specify the content of the training activities, including any issue identified by the MLA Group regarding the classification of findings and communicate it to the training subcommittee for its implementation;
- d) Support the rating of IAAC peer evaluators;
- e) Contribute to the implementation and maintenance of operational procedures for the selection, qualification, training, and monitoring of peer evaluators;
- f) Review requests from peer evaluators including scope extension.
- g) Support ad-hoc groups when required to carry out tasks in a predetermined time frame, and contribute to their process.
- h) Contribute to the implementation of the actions that result from monitoring the performance of the evaluators are implemented.
- i) Present a report regarding the performance of the peer evaluators following the criteria described in the IAAC PR 004.
- j) Ensure that the information in the list of peer evaluators published in the members-only section of the IAAC website is accurate.
- k) Build with the Peer Evaluators Working Group Chair and Vice-Chair and its members, the development of the competency management system for IAAC,
- l) Empower evaluators with concepts and skills of peer evaluators,
- m) Ensure the updating of the information published on the Peer Evaluators Working Group webpage, in the Members Only section of the IAAC website, in coordination with the Executive Secretariat.
- n) Perform monitoring and training aimed at achieving superior performance in peer evaluations and generating added value for IAAC,



- o) Present the annual plan to turn peer evaluation into one of the pillars to achieve leadership as regional cooperation at the local and global levels.

2.6 Responsibilities to the Management Committee

- a) Contribute to the activities designate by the executive committee in the implementation, maintenance, and improvement of the IAAC Management System regarding technical issues;
- b) Comply and ensure that the regional and/or international standards, directives, guidelines, and guidelines applicable to IAAC are complied with,
- c) Contribute to the development of the IAAC internal audit program regarding technical issues;
- d) Give initial treatment to complaints and appeals;
- e) Contribute with the non-conformities closers, related to technical issues, that are detected in internal or external audits;
- f) Produce documents, propose content and speakers for training, and support the generation of technical communication material and events organized by the promotion committee, as support to maintain or obtain and promote multilateral recognition agreements;
- g) Participate in the required IAAC meetings to develop IAAC technical promotion activities and training of its members;
- h) Prepare the required operation reports regarding technical issues;
- i) Support, promote, and contribute to the achievement of the best results from the participation of IAAC representatives in regional and international forums;

2.7 Responsibilities to the Documentation Subcommittee

- a) Attend DSC meetings and actively participate in specialized working groups formed to carry out the subcommittee tasks regarding technical documents;
- b) Support the formulation of initiatives to achieve the objectives of the subcommittee;
- c) Perform on time the tasks and responsibilities they receive individually or as part of ad-hoc groups;
- d) Inform the DSC about the activities carried out;
- e) Promote the participation of IAAC members in the creation and adoption of international cooperation documents, through participation in working groups on behalf of IAAC;



- f) Keep IAAC members informed about the changes that will take place in the IAF, ILAC, and CASCO documents
- g) Inform IAAC members regarding the voting on international cooperation documents, for their timely participation in them.
- h) Participate as a representative of IAAC and encourage the participation of accreditation bodies and interested parties in the discussions of the updating and creation of standards of the ISO/CASCO committee
- i) To invite and encourage the participation of IAAC members in the preparation of IAF, ILAC, and ISO documents.
- j) Prepare the necessary documents for the maintenance, updating, and achievement of international recognition agreements for IAAC and for carrying out evaluation activities.

2.8 Responsibilities to the Training Subcommittee

- a) Contribute to the development of thematic content and training.
- b) Contribute to the search for speakers for the development of training
- c) Support TSC in the interaction with committees and subcommittees to strengthen the competence of IAAC members.
- d) Train and contribute to the development of accreditation and knowledge management activities for all IAAC members.
- e) Contribute with the Chair and Vice-Chair of the training committee, the development of a training system for IAAC members, to achieve the highest standards of understanding and development of accreditation schemes, conformity assessment, standardization, regulation and of IAAC, IAF, ILAC, OIML, APAC, ISO/CASCO documents, and private schemes.

2.9 Responsibilities to the Promotions Subcommittee

- a) Promote the technical activity of IAAC before its members and interested parties through the generation of technical documentation;
- b) Promote the MLA to stakeholders;
- c) Promote and support the activities of IAAC members related to accreditation and other similar activities related to conformity assessment organizations in the Americas;
- d) Promote IAAC activities related to accreditation with other regional and international organizations;



- e) Initiate and support activities designed to promote the value and importance of third-party accreditation and conformity assessment;
- f) Support IAAC representatives in regional and international accreditation and standardization forums, so that they achieve the best performance in representing IAAC and in their different interventions;

2.10 Responsibilities to the Stakeholders Committee

- a) Encourage the participation of interested parties in discussions and generation of publications, which make IAAC a great center of thought and co-creation of ideas for the management of competitiveness and sustainable development for the continent.
- b) Build, together with the Stakeholder's Committee Chair and Vice-Chair, the work plan to be developed, to create efficient communication channels and beneficial agreements between accreditors, COPANT, SIM, CABs, regulators, academia, commercial blocks, consumers; so that the quality infrastructure of the Americas is strengthened and made more efficient, through the use of conformity assessment accredited and recognized by IAAC.