



Harmonisation of ILAC Work with the Regions

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PREAMBLE

ILAC and its member regions agree to work together effectively. As ILAC and the regions depend on the same people from the accreditation bodies to carry out their work and as the resources are limited, any duplication of work should be minimised. This can best be achieved by maximising harmonisation of documents among ILAC and the regions.

PURPOSE

This document provides information on the steps involved in harmonising work between ILAC and regional accreditation cooperations, as well as criteria for adopting new ILAC work items. This document is effective from the date of publication on the ILAC website.

AUTHORSHIP

The ILAC Arrangement Committee published the original version of this document in 2005.

This version was revised by the ILAC Arrangement Committee and approved for publication by the ILAC membership in 2008.

Process for minimising duplication of work among ILAC and the regions

1. Each region agrees to inform ILAC and the other regions, and the unaffiliated bodies (via the unaffiliated body representative on the ILAC Executive) when any relevant new work item that may have an impact internationally is planned, and invite participation from other regions or groups. ILAC will in turn ensure that the regions are fully informed of any relevant new work item that it initiates. This notification will be done via the ILAC and regional secretariats. The region or group initiating the work item will invite participation from the relevant committee or working group in the other regions, or other group.
2. The region will develop the work item (with input already invited from the other regions and groups) to at least the “pilot” phase. Throughout the process the region will share outcomes by reporting progress on the work item to the meetings of the equivalent ILAC committee or working group.
3. At any time ILAC may decide that the global implications of the work item are such that the region should be invited by ILAC through the ILAC Executive or equivalent ILAC committee to convert the work item into an ILAC work item, with the region taking the lead on the development at the ILAC level. The criteria in Appendix 1 may be used to determine if the work item should be adopted as an ILAC work item.

Adoption as an ILAC work item does not, however, prevent the region from “fast-tracking” the work item within the region to meet identified regional needs.

4. If the work item is adopted as a global activity, the usual ILAC procedures should apply.
5. All ILAC work items should be reviewed from time to time to see if they should continue as ILAC work items.

APPENDIX 1:**Criteria for adopting new ILAC work item**

The following is a set of criteria that could be used to decide if ILAC should adopt a particular work item.

- ◆ The work item is of significant international importance, having a direct impact on the ILAC Arrangement.
- ◆ The work item has the expected outcome that recognition or acceptance of accreditation and the ILAC Arrangement by stakeholders, policymakers, customers and/or regulators will be enhanced.
- ◆ The work item is undertaken at the direction of the ILAC General Assembly.

The urgency of adoption of the proposed work item should accord with its expected impact on ILAC work.

Criteria for discontinuing the work item as an ILAC work item

- ◆ The work item has lost its significance and/or has been superseded by another work item and/or has been overtaken by events.
- ◆ It is taking too long and/or requires too much effort compared to the expected outcome.

If the decision is taken to discontinue the work item, the convenor of the working group should submit the results achieved so far to the region or group that first began the work item.