



CRITERIA TO ASSIGN IAAC OR COOPERATION PROJECT FUNDS

CLASSIFICATION

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1. PURPOSE

This document establishes the eligibility criteria and the procedure to assign IAAC funds or funds of a technical cooperation project managed by IAAC, to eligible IAAC members for training activities, internships, seminars, pre-peer evaluations visits, and other activities.

2. DEFINITIONS

2.1 Project Funds These are generally provided by organizations unrelated to IAAC and may have specific limitations. These funds usually may be used to cover part of the travel expenses, accommodations, etc. to attend courses, seminars, internships, airfare and per diem for experts when conducting technical assistance and for instructors teaching courses sponsored by IAAC. Project funds may also be used for other technical activities.

NOTE: Course attendance is usually free of charge for IAAC members.

2.2 Developed AB's are accreditation bodies that have implemented an IAAC recognized accreditation program and that are able to assist bodies with a lesser degree of development.

2.3 Developing AB's are accreditation bodies that are in a developmental process and are established in developing countries.

3. ELIGIBILITY CRITERIA

The following eligibility criteria will be used in this order of priority to assign an activity and project funds, to IAAC members.

- 3.1. Be an AB member of IAAC (full or associate)
- 3.2. Be up-to-date on the membership fee payment
- 3.3. Be up-to-date on the submittal of 80% of ballots, comments and responses to surveys between two consecutive General Assemblies. In case of noncompliance the AB will not be entitled to receive funding from a Technical Cooperation Project for one year effective as of the General Assembly date when the noncompliance is reported.
- 3.4. Be a developing AB
- 3.5. Be a developed AB
- 3.6. Take into account the formal justification of the AB to request said activity (in case of internships, consultancies, and pre-evaluations).
- 3.7. Take into account the contributions the AB has made to carry out previous activities (evaluators, instructors, consultants, etc.)



- 3.8. Take into account if the AB cancelled any activity without appropriate justification, or had any problems during its execution, and the reasons
- 3.9. Take into account the guidelines and limitations of the corresponding projects
- 3.10. Timely submission of the application, forms and corresponding information to request said activity
- 3.11. Have the commitment and the support of the AB management

4. PROCEDURE TO ASSIGN FUNDS

- 4.1. Activities considered here include courses, seminars, internships, consulting, pre peer evaluations.
- 4.2. To participate in training courses, the IAAC Secretary shall send the information to all IAAC members regarding the training activity or activities, including the deadline to respond. This information may be posted on the IAAC website and made available to all members.
- 4.3. The Secretary receives all of the applications and sends them to the Training Subcommittee Chair.
- 4.4. The Training Subcommittee Chair will use the eligibility criteria to assign an activity to an IAAC member. If necessary, the Training Subcommittee Chair will discuss any issue with the TSC Vice-Chair to make a decision.
- 4.5. The Training Subcommittee Chair will notify the AB, within a reasonable time, the decision regarding its application, with a copy to the Secretary.
- 4.6. The Secretary will carry out the necessary actions to carry out the activities.
- 4.7. If there is a complaint or dispute regarding an assignment, the affected AB will contact the Management Committee Chair. The Management Committee members will analyze the case and issue a resolution.
- 4.8. The accreditation body of each country will designate the people interested in participating in an activity. For example, if a person that is not part of an accreditation body member of IAAC wishes to participate in a course, the corresponding AB shall propose that person, in order for it to be eligible.
- 4.9. In the case of seminars or related activities, the funds will be assigned to one person per country for each activity. If more funds are available additional persons will be assigned per country taking into account the eligibility criteria.
- 4.10 Any person member of an AB and proposed by an IAAC member may attend courses,



seminars and related activities if that person covers its own expenses and there is space available.

5 FOLLOW UP OF THE IMPACT OF TRAINING ACTIVITIES

All beneficiaries of IAAC funds or of a project that it manages are committed to submitting reports to the Training Subcommittee, in the following terms, as applicable:

Reports on the beneficiary's participation in the assigned activity:

The first report must be submitted 6 months after the conclusion of the activity. It should contain:

- a) General information of the activity.
- b) The activities carried out for the beneficiary AB on the subject related to the activity in which they participated.

A second report submitted 12 months after the conclusion of the activity. It should contain:

- a) The AB's impact on indicators, fulfillment of goals, action plans or training programs, or similar, related to the activity.
- b) Report on the administrative or technical documents, procedures, forms or guides, of the AB, in whose production the beneficiary has participated, in matters related to the subject of training or training received through IAAC.
- c) Report on the accreditation or evaluation activities, at the national, international or peer level, in which the beneficiary has been able to participate, due to a qualification obtained through education or training received from IAAC.

The Training Subcommittee shall consider the timely submittal of reports and results during the process of assigning Project resources.

When the Training Subcommittee considers that a specific case may be adopted as an example for other IAAC training projects, it will validate the reports through monitoring, audits, review of records (evidence), interviews, etc. in coordination with the corresponding IAAC member.