



## Procedure for funding of IAAC sponsored training

### CLASSIFICATION

This document is classified as an IAAC Procedures Document.

### AUTHORIZATION

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### AVAILABILITY

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Original: English



## **Procedure for Funding of IAAC Sponsored Training (Excluding Training Conducted under External Funding Arrangements)**

### **1. SCOPE**

This document outlines the IAAC Policy on funding support for IAAC sponsored training activities. This policy does not replace IAAC PR 016 *Criteria & Assignment of Activities with Funds Provided by IAAC Projects* that applies to externally funded projects such as those with the Organization of American States (OAS) or Physikalisch Technisches Bundesanstalt (PTB) .

### **2. POLICY**

Increasing member technical competence and knowledge is a key objective of IAAC. In support of this initiative the IAAC Executive Committee may propose an annual budget and make funds available to offset some of the members' costs to participate in IAAC training activities.

### **3. ELEGIBILITY CRITERIA**

To be eligible for funding, IAAC members must:

**3.1** Be an Accreditation Body member of IAAC (full or associate), in good standing,

**3.2** Be up-to-date on the membership fee payment,

Individuals who receive funding for an activity under an external funding arrangement such as the OAS are not eligible for IAAC funding for that activity.

### **4. CONSIDERATIONS FOR DISBURSEMENTS OF FUNDS**

The Training Subcommittee will take the following considerations into account when deciding how to distribute training funds:

- The total funding allocated for the specific training activity,
- The number of members and individuals applying for funding,
- Member's ability to secure funding from an outside donor organization (e.g. PTB, OAS),



- The commitment and the support of the Accreditation Body management for the activity

## 5. PROCEDURE TO ASSIGN ACTIVITIES

- 5.1. The IAAC Executive Committee approves the amount of funding for a particular training activity. The TSC decides who will receive the training funds.
- 5.2. To participate in training courses, the IAAC Secretary sends a reminder at the appropriate time to all IAAC members regarding the training activity or activities with all the necessary information, including the deadline to respond. This information is also posted on the IAAC website and is available to all members.
- 5.3. The Secretary receives all of the applications and sends them to the Training Subcommittee Chair.
- 5.4. 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 members of the TSC to make a decision.
- 5.5. The Training Subcommittee Chair will notify the AB, within a reasonable time, the decision regarding its application, with a copy to the Secretary.
- 5.6. The Secretary will carry out the necessary actions to carry out the activities.
- 5.7. 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.
- 5.8. 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.
- 5.9. In the case of seminars or related activities, the funds will be assigned to one person per country for each activity. If there are more funds available



an additional person will be assigned per country taking into account the eligibility criteria.

5.10. 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.

5.11. Upon completion of the training activity the Treasurer will arrange for the disbursement of funds.