

# POSITION DETAILS

|  |  |
| --- | --- |
| **Position title:** | **APAC MRA Council Chair** |
| **Reports to:** | **APAC General Assembly** |
| **Position term:** | **Three years** |

# INTRODUCTION

The APAC MRA Council Chair is elected in accordance with APAC MRA-003 by APAC Full Members within the APAC MRA Council for a term of three years. The term may be renewed for a further three-year period subject to re-election by the APAC Full Members within the APAC MRA Council.

The APAC MRA Council Chair is ex-officio a member of the APAC Executive Committee.

The APAC MRA Council Chair reports to the APAC General Assembly and shall work closely and cooperatively with the APAC Executive Committee, General Assembly and other APAC Committee Chairs in fulfilling his/her responsibilities.

This document should be read in conjunction with APAC MRA-001, APAC MRA-003 and APAC FGOV-017.

# ROLES AND RESPONSIBILITIES

The APAC MRA Council Chair is responsible for:

1. Chairing APAC MRA Council meetings (usually one meeting annually);
2. Participating in APAC Executive Committee meetings (attending at least two meetings annually); and
3. Chairing the APAC MRA Management Committee (MRA MC).

# KEY POSITION ACTIVITIES

| **Activity** | **Time Commitment** | **Frequency** |
| --- | --- | --- |
| **APAC MRA Council Chair** | | |
| Prior to each MRA Council meeting: Review and edit draft agenda and previous minutes; read and prepare comments on meeting documents; create Chair Meeting Notes; invite/approve observers to attend | 5 days | Once yearly |
| Chair each MRA Council meeting | 1.5 days | Once yearly |
| Update and maintain the MRA Council work plan | 1 day | Once yearly |
| Maintain and/or replace MRA Council WG convenors | 4 hours | As needed |
| Inform AB of appointed peer evaluation Team Leader if evaluation is to be conducted in conjunction with another region | 1 hour | As needed |
| Appeals Process:   * Review any written appeals; * Provide any additional briefing required on Appeals process to potential appellants; * Negotiate with appellant to consider mutually satisfactory process; * Appoint ad-hoc appeals sub-committee; * Formulate resolutions for consideration and balloting by MRA Council; * Inform appellant of decision. | 3 days | As needed |
| Suspensions and Withdrawals:   * Inform AB of MRA Council decisions | 2 hours | As needed |
| Represent APAC at appropriate IAF and ILAC meetings | 3 days | Twice yearly |
| Prepare MRA Council reports for IAF and ILAC meetings | 1 day | Once yearly |
| Prepare MRA Council meeting reports to the General Assembly | 4 hours | Once yearly |
| Maintain *personal* schedule and records of all evaluations with important notes for the Chair to remember or consider | 15 minutes each | As needed |
| **APAC MRA MC Chair** | | |
| Oversee maintenance of list of qualified lead evaluators, evaluators and of provisional evaluators |  | As needed |
| In conjunction with MRA MC, choose and assign Team Leaders and, if appropriate, Deputy Team Leaders, for APAC MRA evaluations and for any pre-evaluation. (This includes contacting the prospective Leaders and contacting the AB under evaluation) | 10 days | Once yearly and as needed |
| In conjunction with MRA MC, approve evaluation team compositions provided by the assigned team leader | 1 hour | Per evaluation |
| In conjunction with MRA MC, appoint ad-hoc Evaluation Review Panels (ERPs) | 4 hours | Per evaluation |
| In conjunction with MRA MC, review notifications of substantive changes in ABs, and decide on any appropriate action needed | 2 hours | As needed |
| Determine course of action for evaluations where document review indicates significant departure from criteria for MRA signatory status | 4 hours | As needed |
| Complete and maintain as necessary an Evaluator Control Record (ECR) for each APAC MRA evaluation | 1 hour | Per evaluation |
| In conjunction with a Team Leader, determine course of action where problems or difficulties during an evaluation might lead to the Team Leader withdrawing from or not completing an evaluation, or the AB not accepting the findings, or an existing signatory’s ability to maintain the APAC MRA signatory requirements cannot be assured | 4 hours | As needed |
| Provide advice or guidance to team leaders/team members on unique or challenging issues | 15 minutes each | As requested |
| Send letter with APAC FMRA-006 *Peer Evaluation Feedback* form to AB following the decision on signatory status being made by the MRA Council, to solicit comments on conduct of the evaluation team | 1 hour | Per evaluation |
| Prepare MRA MC reports for the APAC MRA Council | 1 day | Once yearly |
| Review nomination forms for evaluators and together with the other MRA MC members, form an opinion on the qualifications and acceptability of the nominations | 1 hour each | As they are received |
| Review Evaluator Performance Monitoring forms and together with the other MRA MC members, decide on promotions or whether corrective action and feedback is needed | 1 hour each | As they are received |
| **Executive Committee Member** | | |
| Preparation for each Executive Committee meeting | 2 days | 3 times yearly |
| Attend Executive Committee meetings | 2 days | 3 times yearly |
| Respond to the APAC Secretariat on requests for comments on issues coming before APAC that need Executive Committee input | 30 minutes each | As requested |
| Review membership and signatory applications and provide comments or questions to the APAC Secretariat as needed | 30 minutes each | As requested |
| Provide a budget for MRA Council expenditure in the forthcoming year | 1 hour | Once yearly |
| Prepare MRA Council reports for the APAC Executive Committee | 1 day | 3 times yearly |

# AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Document based upon APLAC SEC 064 Issue No 1. |
| End |  |