

APAC MRA COUNCIL PROXY PROCEDURE

**Issue No. 1**

**Issue Date 1 January 2019**

**Application Date 1 January 2019**

**AUTHORSHIP**

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1. PURPOSE

To ensure APAC MRA Council members can exercise their entitlement to vote on resolutions relating to APAC MRA signatory status, when they are personally ineligible to vote under the requirement of IAF/ILAC-A2, Annex 4 section 1.3.

1. SCOPE

When a sole delegate attending the MRA Council meeting has participated in an evaluation of an accreditation body whose evaluation report is being reviewed and whose APAC MRA signatory status is subject to ballot, the designated representative shall comply with this procedure if they wish to exercise the right to cast a vote.

1. PROCEDURE

3.1 The designated representative must notify the APAC Secretariat as soon as he/she becomes aware of the conflict of interest and request an APAC MRA Council Proxy form.

3.2 The APAC Secretariat will enter the details of the applicable MRA Council Meeting on the APAC MRA Council Proxy form (A copy of which is at Appendix 1 to this document) and the due date for the return of the form to the Secretariat and forward a copy of the form to the designated representative.

3.3 The designated representative must seek the agreement of another APAC MRA Council delegate or their alternate (as notified to the APAC Secretariat) who will be in attendance at the relevant MRA Council meeting, to act as proxy.

3.4 The designated representative must complete the Section 1 of the Proxy form and clearly identify:

* His/her name
* The accreditation body he/she represents
* The name of the accreditation body for which the proxy vote is applicable

The designated representative must then forward the form to the proxy.

3.5 The authorised proxy must complete Section 2 of the proxy form and clearly identify:

* His/her name and accreditation body;
* His/her signature;
* The date the proxy is given.

 The authorised proxy must forward the completed form to the APAC Secretariat to be received no later than one week prior to the APAC MRA Council meeting. A copy of the completed form should also be returned to the designated representative for whom they are the proxy.

3.6 On receipt of the completed form, the APAC Secretariat will record the date and time of receipt, confirm the eligibility of both parties to the agreement, and sign the form.

1. 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 MR 012 Issue 2 |
| End |  |

APPENDIX 1 – MRA COUNCIL PROXY FORM

This proxy applies only for the following MRA Council meeting:

**xxth APAC MRA Council Meeting - x & x month 20xx**

**Section 1: To be completed by the MRA Council Designated Representative**

|  |  |
| --- | --- |
| Name and accreditation body of MRA Council Delegate or Alternate: |  |
|  | *[Name of designated representative]* |
|  |  |
|  | *[Accreditation body]* |
|  |
| I appoint the MRA Council Delegate or Alternate named in Section 2 below as the authorised proxy for my accreditation body to vote on the resolutions relating to the APAC MRA signatory status for the following accreditation body: |
|  |
|  *[Name of accreditation body]* |

**Section 2:** **To be completed by the authorised proxy**

|  |  |
| --- | --- |
| Name and accreditation body of proxy: |  |
|  | *[Name of proxy]* |
|  |  |
|  | *[Accreditation body]* |
| Signature of proxy: |  |
|  |  |
| Date proxy given: |  |

**This form must be received by the APAC Secretariat no later than x month 20xx**

|  |
| --- |
| **For official purposes only****Date and time received:****Signature of APAC Secretariat:** |