

**TERMS OF REFERENCE**

**COMMUNICATIONS AND PROMOTION COMMITTEE**

1. **Definitions and Interpretations**

The definitions that apply to the activity of this committee are those established in the APAC Constitution and any further definitions as follows:

1. ISO/IEC 17000, Conformity assessment – General principles and vocabulary
2. ISO/IEC 17011, Conformity assessment - Requirements for accreditation bodies accrediting conformity assessment bodies

Interpretations of these definitions in the business of this committee can be provided by the APAC Secretary.

1. **Purpose**

The purpose of the Committee is to:

1. coordinate internal and external information and communication activities, including a regular newsletter, APAC Newsletter;
2. assist APAC Secretariat to distribute media releases;
3. conduct the scheduled meetings to provide opportunity for discussion as well as establishing working groups to carry out tasks;
4. advise the APAC Secretariat in developing and or improving the APAC website and other means of communication to promote information about accreditation within and outside of APAC region in order to carry out responsibilities listed above while it is the responsibility of APAC Secretariat to administer the APAC website;
5. support APAC members in conducting promotional activities in their economy;
6. arranging workshops and other events with the purposes of facilitating exchange of information and experience among members to assist all interested accreditation bodies in the Region to develop and improve their accreditation systems;
7. implement, review and update the APAC CPC Work Plan;
8. work with the APAC Executive Committee to develop the APAC brand and identity that delivers success in line with the APAC Strategic Plan;
9. monitor the use of APAC logo;
10. liaison with other APAC committees to facilitate communication of information regarding their activities, as well as liaising with the counterpart committees in IAF, ILAC and other appropriate organizations, such as the IAF CMC and ILAC MCC.
11. **Functions, responsibilities and powers**

The functions, responsibilities and powers of the Committee are to:

1. coordinate internal and external information and communication activities, including a regular newsletter, APAC Newsletter;
2. assist APAC Secretariat to distribute media releases;
3. conduct the scheduled meetings to provide opportunity for discussion as well as establishing working groups to carry out tasks;
4. advise the APAC Secretariat in developing and or improving the APAC website and other means of communication to promote information about accreditation within and outside of APAC region in order to carry out responsibilities listed above while it is the responsibility of APAC Secretariat to administer the APAC website;
5. support APAC members in conducting promotional activities in their economy;
6. arranging workshops and other events with the purposes of facilitating exchange of information and experience among members to assist all interested accreditation bodies in the Region to develop and improve their accreditation systems;
7. implement, review and update the APAC CPC Work Plan;
8. work with the APAC Executive Committee to develop the APAC brand and identity that delivers success in line with the APAC Strategic Plan;
9. monitor the use of APAC logo;
10. liaison with other APAC committees to facilitate communication of information regarding their activities, as well as liaising with the counterpart committees in IAF, ILAC and other appropriate organizations, such as the IAF CMC and ILAC MCC.
11. **Composition**

**4.1 Membership**

All APAC Full Members, Associate Members, and Affiliates may nominate one person to be a member of the Committee.

The nominated person is expected to actively contribute to the work of the Committee during meetings and out-of-session, especially in relation to reading and commenting on draft documentation and otherwise actively participating in face-to-face, email and online discussions.

The APAC Secretariat shall maintain a list of members of the Committee based upon information provided by the Committee Chair. The list shall include name, organisation, contact details, appointment date and membership expiry date.

Each member shall be designated as either: P = Participating member, O = Observer member, or X = Ex-officio member.

The term of membership to the Committee is three (3) years concluding at the end of the General Assembly meeting in the third year of the membership. A person may be re-nominated by an APAC Member or Affiliate.

**4.2 Chairperson**

The participating committee members shall elect the Chair, whose appointment shall be ratified by the Executive Committee, by simple majority. If the Committee is unable to agree and elect a Chair, the Executive Committee will appoint a Chair.

The participating committee members may elect a Vice-Chair; this appointment does not require ratification by the Executive Committee.

The term of appointment of the Chair and Vice Chair of the Committee shall be for three years. The Chair and Vice Chair shall not be eligible for re-election or appointment for more than two consecutive three-year terms.

**4.3 Secretary**

The Committee Secretary shall be provided by the APAC Secretariat.

**4.4 Declarations and commitments**

Committee members shall conduct their activities in line with the APAC Code of Conduct set out in the APAC Regulations and Codes (APAC GOV-002).

1. **Meetings and Records**
	1. **Meetings**

All Committee members are expected to attend each meeting in person or, if the facility is made available, via tele- or video-conference.

In the absence of the Chair of the Committee, the Committee Vice Chair shall act as the Chair for that meeting.

The APAC Secretary, or delegate, shall attend all meetings except when the Committee Chair declares a matter is to be discussed without their presence.

* 1. **Frequency**

The Committee shall meet at least once every 12 months.

* 1. **Notice, agendas and working documents**

The Committee Secretary shall distribute a notice of each meeting confirming the date, time, venue and agenda to each member of the Committee at least 30 days prior to the date of the meeting. The notice of the meeting shall also include details of the relevant supporting working papers to be discussed.

Meeting papers shall be distributed to each member of the Committee at least 14 days prior to the date of the meeting.

* 1. **Quorum**

The quorum for a meeting to be held and for voting and decision-making to take place shall be at least one-half of the Committee members listed.

* 1. **Other attendees**

The Chair of the Committee may invite any person to attend meetings of the Committee, for all or any part of the meeting. Such attendees shall not have voting rights or participate in decision-making.

* 1. **Voting and decision making**

The Committee shall seek to reach decisions by a process of consensus but in the event that a vote is necessary, a simple majority of committee members attending the meeting is required.

Observer and ex-officio members do not take part in decision making.

* 1. **Reporting to the Executive Committee**

The Chair of the Committee (or person nominated by the Chair of the Committee for that purpose) shall report to the Executive Committee at the Executive Committee’s next meeting on all matters relevant to the Committee’s role and responsibilities.

* 1. **Minutes and records**

Minutes of proceedings and resolutions of the Committee shall be kept by the APAC Secretariat. Minutes shall be prepared and confirmed by the Committee Members in attendance at the next meeting.

All meeting agendas, papers, resolutions and minutes shall be kept in accordance with the Retention Periods set out in APAC MS-001 Document and Records Control.

1. **Committee Performance Evaluation**

The Committee shall review its performance by self-assessment, at least once every two years.

The performance evaluation shall take into account the extent to which the Committee has met its responsibilities under this Terms of Reference.

The Committee shall present to the Executive Committee annually a report of its activities for the previous financial year, and on its performance following the performance evaluation.

1. **Review and Changes to the Terms of Reference**

The Committee shall review its Terms of Reference from time to time and make recommendations to the Executive Committee as to any changes it considers should be made.

Amendments to these Terms of Reference may be suggested by any Committee member.

The Committee shall endorse suggested changes from members by consensus. In the event that a vote is necessary, a simple majority of committee members attending the meeting is required.

Endorsed suggested changes to these Terms of Reference may be approved by the Executive Committee.

1. **Amendment Table**

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

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| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC.  |
| End |  |