

**TERMS OF REFERENCE**

**CAPACITY BUILDING 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:

* Address gaps and needs among APAC members with regard to coherence and coordination in capacity-building activities
* Harmonise the accreditation practices among APAC members by organising relevant training activities;
* Facilitate the sharing of experience and technical information among APAC members;
* Support the development of new accreditation schemes for APAC members;
* Support the enhancement of members’ capacities in operating existing accreditation schemes of common interest to APAC members.

1. **Functions, responsibilities and powers**

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

**Functions**

* Develop and manage a program for transfer of expertise and technical information, sharing of information, visits by international/regional experts, and similar activities identified to assist new or developing accreditation schemes, among present and potential APAC members, and to economies in APEC which invite such assistance;
* Co-ordinate the organization and running of seminars, workshops and training courses related to the administration of accreditation schemes;
* Develop training programs or additional explanatory notes on the application of IAF/ILAC policies, guidance or procedures which relate to the provision of accreditation services; any such documents shall be developed in coordination with other APAC committees as appropriate, and
* Monitor the needs of members of APAC in order to identify requirements for assistance or training, and to co-ordinate the provision of such assistance or training.

**Responsibilities**

The Committee is responsible for achieving the goals stated at Clause 3 above through the following activities:

* **Identification of members’ needs**
  + Periodically identify and analyse training needs of members
  + Establish training plans, as appropriate, based on training needs
* **Provision of training for members**
  + Formulate goals for training activities
  + Organize training for members where feasible
  + Cooperate with MRA Council for training activities of common interests
  + Review outcomes of training, evaluate the achievements and performance of the training, and define any further training needs and/or needs for improvement.
* **Building members’ training capacities**
  + Provide guidance on training course contents and training materials
  + Provide training for the trainers of member ABs
  + As appropriate, collect and disseminate information on training courses provided by members to facilitate cross-participation in each other’s training.
* **Building capacity of APAC members in new and existing accreditation activities**
  + Provide a set of guiding principles and approaches to capacity-building;
  + Develop databases and useful tools for members for self-development;
  + Provide guidance on available financial and technical support;
* **Facilitation of expertise sharing and information exchange among members.**
  + Coordinate visits by international/regional experts, and similar activities identified to assist development of accreditation schemes by APAC members or potential members.
  + Maintain procedures for cross-posting of staff between members.
  + Establish and maintain procedures for sharing assessment personnel among members.
  + Exchange information with other Committee chairs
* **Support of Institutional and legal framework development**
  + Develop members’ capacities in institutional and legal framework development
  + Coordinate visits by APAC experts to member ABs’ events,
  + Support APAC MRA process with necessary activities for peer evaluator qualification.

**Powers**

* Define responsibilities and powers of members, Vice Chair and Chair of the Committee.
* Review the outcomes of the Committee activities, evaluate the achievements and performance, and define any further needs or improvements.
* Seek approval of funding from Executive Committee or GA
* Make recommendations to the APAC Executive Committee on the programs of assistance requiring the input of resources beyond those available to the Committee.
* Cooperate with other Regions for joint Capacity building activities,
* Make recommendations to the other APAC Committees and WGs on activities that may support the Committee objectives.
* Cooperate with other APAC Committees as necessary for the achievement of the APAC/Committee objectives.
* Seek endorsement from Executive Committee to accept funding sponsorship from APAC approved fund donors and international supporting organizations for the implementation of Committee activities.
* In coordination with APAC secretariat, contract with appropriate service providers to implement the Committee activities.
* Periodically review and maintain the documents produced by this Committee
* Invite possible APAC future members and other regions to be involved in the Committee activities.

1. **Composition**

**4.1 Membership**

All APAC Full Members, Associate Members, and Affiliates may nominate one person to be a member of the Committee. Observers may be nominated by the APAC Members to attend the Committee meeting with agreement from the Committee Chair.

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 a year.

* 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.

Any other delegates from other members or organizations are welcome to attend the meeting with agreement of the Committee Chair.

* 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.

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