

**TERMS OF REFERENCE**

**APAC MRA MANAGEMENT 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*.

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

1. **Purpose**

The purpose of the APAC MRA Management Committee (APAC MRA MC) is to manage the operations of the APAC Multilateral Recognition Arrangement (MRA) programmes in accordance with the respective APAC policies and procedures.

1. **Functions, responsibilities and powers**

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

1. Plan and manage the implementation and maintenance of the APAC MRA, based on peer evaluation demonstrating equal reliability and/or equivalence of the operations of the accreditation systems of APAC members against the relevant ISO/IEC Standard/Guide and any IAF/ILAC/APAC Mandatory/Guidance documents, in accordance with IAF/ILAC/APAC Policies and Procedures;
2. Maintain and develop the APAC MRA based on the concept of equivalence of the operation of member bodies’ accreditation systems, and on the equivalence of the certificates of conformance and certificates of competence issued by bodies accredited by APAC Full Members;
3. Manage the evaluation and re-evaluation programme based on periodic visits to applicants and/or APAC Full Members;
4. Appoint Evaluation Review Panels (ERPs) to review evaluation reports, and produce ERP summary reports for consideration by the MRA Council Members;
5. Resolve complaints between applicants/members and the peer evaluation teams arising from the peer evaluation process;
6. Make recommendations to the APAC MRA Council for acceptance, withdrawal, or suspension of signatory status to the MRA;
7. Keep a current list of APAC MRA team leaders and team members for the MRA peer evaluation process;
8. Evaluate nominated team leaders and team members and approve their appointment/promotion as evaluators for the peer evaluation process;
9. Maintain and publish the list of Signatories to the MRA;
10. Analyse the demand for peer evaluator training and coordinate peer evaluator training/workshops; and
11. Appoint APAC members for service on the IAF MLA and ILAC Arrangement Management Committees.
12. **Composition**

**4.1 Membership**

The APAC MRA MC shall comprise six voting members.

Of the six voting members, one is the immediate past Chair of the APAC MRA MC, and the others shall be elected by the MRA Council from amongst Delegates of APAC Full Members.

In addition, there may be up to three non-voting participants. One is the APAC Quality Manager. The other two participants represent APAC Associate Members and are appointed by the Executive Committee in consultation with their respective member bodies.

The APAC Secretary 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.

The term of service of the Chair of the Committee is the same as the term of his or her Chairmanship of the MRA Council, running concurrently.

The term of membership of other Committee members is three (3) years. Upon expiration of their terms, members shall continue to serve until a replacement is appointed. A maximum of two consecutive terms may be served with a break of one full term required before additional reappointment.

Should a member of the APAC MRA MC resign or be unable to continue serving for any reason before the end of his/her term of office, the Executive Committee may appoint a person to serve as a member of the Committee and hold the position until an election is carried out by the MRA Council.

**4.2 Chairperson**

The Chair of the MRA Council shall serve as the Chair of the APAC MRA MC.

The Vice-Chair of the APAC MRA MC shall be appointed by the APAC Executive Committee from amongst the other members of the Committee.

**4.3 Secretary**

The secretariat of the Committee shall be provided by the APAC Secretary or a delegate.

**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).

All participants in the activity of the Committee shall sign the Confidentiality Declaration (APAC FGOV-007).

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 APAC MRA MC shall meet as frequently as is necessary to manage MRA activities. The meetings shall be called by the Chair of the APAC MRA MC.

* 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 four voting members present, of whom at least one shall be the Chair or the Vice-Chair of the Committee.

* 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 if a vote is necessary, a simple majority of committee members attending the meeting at which a quorum is present is required. The Chair has a casting vote.

Observers do not take part in decision making.

* 1. **Reporting to the MRA Council**

The Chair of the Committee (or person nominated by the Chair of the Committee for that purpose) shall report to the MRA Council at its 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 consider the extent to which the Committee has met its responsibilities under this Terms of Reference.

The Committee shall present to the MRA Council 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. If 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)** |
| 3 k) | Deletion of reference to APAC FMRA-011 which has been withdrawn. |
| All | New issue on establishment of APAC. |
| End |  |