

APAC Awards

**Issue No. 1.1**

**Issue Date 7 December 2024**

**Application Date 7 December 2024**

**AUTHORSHIP**

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1. PURPOSE

The purpose of this procedure is to specify the steps to be followed for granting and withdrawal of APAC Awards.

1. SCOPE

2.1 This procedure applies to the following APAC Awards:

1. APAC Life-Time Achievement Award;
2. APAC Technical Excellence Award;
3. APAC Leadership Award;
4. APAC Organizational Recognition Award; and
5. any other APAC Awards that may be specified from time -to-time by the APAC Executive Committee.

2.2 The APAC Awards are intended to recognise individual(s) or organization(s) that have contributed significantly to:

1. the development and success of APAC;
2. the acceptance and extension of the APAC Mutual Recognition Arrangement (MRA);
3. the international accreditation community and its users in the Asia Pacific region.

2.3 The APAC Awards may be announced annually at the APAC Annual Meetings or at other intervals as specified by the APAC Executive Committee.

1. RESPONSIBILITIES

3.1 The APAC Executive Committee is responsible for administering the APAC Awards process, and the host of the APAC Annual Meetings is responsible for preparing and undertaking the APAC Awards ceremony.

3.2 Each year the APAC Executive Committee shall appoint an APAC Awards Panel consisting of not more than 3 persons to administer the APAC awards process, including a Convenor.

3.3 The Awards Panel is responsible for launching a nominations round, and providing recommendations for recipients of APAC Awards to the APAC Executive Committee for their review and decision.

1. APAC AWARDS PROCESS

## 4.1 Types of APAC Awards and Eligibility

4.1.1 Appendix A identifies the types of APAC Awards and associated eligibility and decision criteria.

4.1.2 Current members of the Awards Panel are not eligible to be nominated for an APAC Award or make nominations for APAC Awards.

4.1.3 Current APAC Executive Committee members are generally not eligible to be nominated for an APAC Award.

## 4.2 APAC Awards Timeline

The following timeline normally applies each year in relation to APAC Awards:

|  |  |  |
| --- | --- | --- |
| **Month** | **Task** | **Responsibility** |
| Oct/Nov | APAC Executive Committee appoints an APAC Awards Panel and Convenor. | Executive Committee |
| Nov/Jan | Call for APAC Award nominations. | Awards Panel Convenor |
| Feb/Mar | APAC Awards Panel reviews nominations and makes recommendations to the APAC Executive Committee. | Awards Panel Convenor |
| Feb/Mar | The APAC Executive Committee review the recommendations and makes decision. | Executive Committee |
| Mar/Apr | The APAC Award decision is communicated to the APAC Award recipient and arrangements are made to ensure attendance of the Award recipient at the Awards Ceremony during the next APAC annual meeting.  Without disclosing the name of the successful nominee, unsuccessful nominees and their nominating body are notified that their nomination was not successful. | Awards Panel Convenor |
| Jun/Jul | The Awards Ceremony takes place at the APAC annual meetings. | Host of the APAC annual meetings |
| July | Announcement and communication of the APAC Award recipients on the APAC website. | APAC Secretariat |

## 4.3 APAC Awards Panel Appointment

4.3.1 Each year the APAC Executive Committee shall appoint an APAC Awards Panel consisting of not more than 3 persons to administer the APAC awards process, including a Convenor.

4.3.2 The appointed persons can be APAC Executive Committee members or any other person from an APAC Member.

## 4.4 Nominations

4.4.1 With the assistance of the APAC Secretariat, the APAC Awards Panel Convenor shall call for nominations for APAC Awards. Nominations are to be submitted using the prescribed form (APAC FCOM-001) by Designated Representatives of APAC Full Members.

4.4.2 Normally the nomination period will be for a minimum of 4 weeks, but this may be reduced or extended by the APEC Executive Committee.

4.4.3 The Executive Committee may extend the timeline and encourage the membership of APAC to seek nominees.

4.4.4 In addition to the eligibility provisions identified in Appendix A, nominees for APAC Awards must:

1. be of good standing within the accreditation community; and
2. not be subject to any complaints, legal action or other situations which may adversely affect APAC’s reputation should the nominee become an APAC Award recipient.

4.4.5 Self-nominations from a person or organization are ineligible and cannot be accepted. Nominations from a person within the same organization as the nominee are ineligible and cannot be accepted.

## 4.5 Recommendations

4.5.1 Once the nominations process is closed, the APAC Awards Panel shall review the nominations received for eligibility and completeness, and then draw up a short list of up to three recommended recipients for each APAC Award type.

4.5.2 Based on the most comprehensive match with the stated APAC Award nomination criteria, the APAC Awards Panel shall provide to the APAC Executive Committee its short list (including any supporting documentation) and its recommendations for recipient(s) for each APAC Award type.

## 4.6 Review and Decision

4.6.1 The APAC Executive Committee (excluding any Award Panel Members) shall review the short list and the Awards Panel recommendations, and make a decision on which nominees are to receive an APAC Award.

4.6.2 The APAC Executive Committee may decide to grant an APAC Award to multiple recipients, or multiple Awards to the same recipient. The APAC Executive Committee may decide not to grant any Award.

4.6.2 The decision of the APAC Executive Committee will be communicated to the APAC Awards Panel Convenor.

## 4.7 Notification, Award Ceremony Attendance and Communication

4.7.1 The APAC Awards Panel Convenor shall communicate the decision to the recipient with a request not to make the decision public at this time.

4.7.2 With assistance of the APAC Secretariat, the recipient will be asked to arrange for their attendance to receive their APAC Award at the next APAC Award ceremony.

NOTE 1 APAC may offer a travel subsidy for the recipient to attend Award ceremony on the same basis that applies to travel associated with evaluation activities.

NOTE 2 APAC Award recipients unable to attend an award ceremony may receive and be sent their award remotely.

4.7.3 Without disclosing the name of the successful nominee, the APAC Awards Panel Convenor shall notify unsuccessful nominees and their nominating body that their nomination was not successful.

4.7.4 The APAC Award and recipient will be formally announced during the Award ceremony (see 4.8) and after the ceremony the complete details of the award recipients will be publicly announced and broadly communicated (e.g. APAC website; email announcements; social media posts; and APAC Member, APAC Affiliate, IAF and ILAC, and other stakeholder communication channels, etc.).

4.7.5 A record of APAC Award recipients will be provided on the APAC website.

## 4.8 Awards Ceremony

4.8.1 The APAC Award may comprise of a plaque or trophy and certificate. It is expected these physical items will be given to the recipient at the APAC Awards ceremony by the APAC Chair or delegate. The annual meetings host is responsible for preparing and paying for the plaque/trophy/certificate, and the cost for doing so can be included in the host’s event budget which may be recouped through any event registration fee.

NOTE The APAC Award plaque/trophy/certificate should be of a size and weight that it is easily included in the recipient’s travel luggage. Materials included in the plaque/trophy/certificate should not present a quarantine or biosecurity risk at border control and be culturally sensitive. The host may stylise the plaque/trophy/certificate in a manner that reflects their own art, history and culture.

4.8.2 The APAC Awards and APAC Awards ceremony will be organised by the host and is normally part of the APAC annual meetings. Awards may also be given online or in-absentia.

4.8.3 The Awards Panel Convenor is responsible for the detailed arrangements for the Award Ceremony in conjunction with the host. The Convenor shall prepare a short citation for each recipient to be read out during the award presentation.

## 4.9 Withdrawal of APAC Awards

4.9.1 The APAC Executive Committee reserve the right to withdraw an APAC Award from any recipient for any reason.

4.9.2 Any withdrawal will be communicated to the recipient who will cease making reference to being an APAC Award recipient, and remove any reference to the APAC Award on any of their communication or promotion channels, (websites, social media accounts and posts, etc.)

1. AMENDMENT TABLE

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Section(s)** | **Amendment(s)** |
|  |  |  |  |
| 2025-09-04 | 1.2 | All | Minor changes to improve clarity. |
| 2024-12-07 | 1.1 | 4.1.2, 4.4.1, 4.8 | Minor additions to reflect the experience gaining during the 2024 Awards process. |
| 2024-03-22 | 1.0 | All | Version 1.0 approved by APAC GA Ballot 2024-02. |
| 2024-02-15 | Draft 3 | 4 | Third draft with tracked changes released to APAC Members for ballot approval. |
| 2023-01-24 | Draft 2 | All | Second draft released for APAC Member and Affiliate comment. |
| 2023-12-26 | Draft 1 | All | First draft for APAC Executive Committee comment. |

APPENDIX 1 – APAC AWARD TYPES AND ELIGIBILITY CRITERIA

|  |  |  |
| --- | --- | --- |
| **APAC Award Type** | **Eligibility Criteria** | **Nominations** |
| **APAC Life-Time Achievement Award** | An individual (normally residing within the APAC region) that has provided exceptional, distinguished and sustained service at regional and international levels to strengthen and promote accreditation, including the APAC MRA, ILAC MRA and IAF MLA over many years. | Any APAC Full Member (APAC MRA signatory) may nominate any person that they consider fulfil the eligibility criteria.  The nominee must consent to be nominated. |
| **APAC Technical Excellence Award** | An individual (normally residing within the APAC region) that has made an outstanding technical contribution to conformity assessment which is directly relevant to APAC at regional level and at international levels (e.g. IAF, ILAC, ISO). This individual should have made significant contributions in APAC, ILAC, IAF or ISO, as part of the relevant accreditation/standards/technical committees, working group(s), capacity building, training, and other work within the accreditation community. | Any APAC Full Member (APAC MRA signatory) may nominate any person that they consider fulfil the eligibility criteria.  The nominee must consent to be nominated. |
| **APAC Leadership Award** | An individual that has provided outstanding leadership within APAC and the IAF/ILAC and has strengthened and promoted accreditation and accredited conformity assessment activities across the APAC region. The leadership award nomination may also include upcoming leader(s) within the APAC Membership. | Any APAC Full Member (APAC MRA signatory) may nominate any person that they consider fulfil the eligibility criteria.  The nominee must consent to be nominated. |
| **APAC Organizational Recognition Award** | An organization that has made an exceptional contribution to accredited conformity assessment activities within the APAC region by actively supporting the development and strengthening of the APAC MRA, ILAC MRA and IAF MLA.  The organization may be an accreditation body, regulator, governmental body, industry association, conformity assessment body, consumer association, non-governmental organization, scheme/programme operator, or other stakeholder organization. | Any APAC Full Member (APAC MRA signatory) may nominate any organization that they consider fulfil the eligibility criteria.  The nominee organization must consent to be nominated. |