

GLOBAL ACCREDITATION
COOPERATION INCORPORATED
LOGO

**TERMS OF REFERENCE
ARRANGEMENT COMMITTEE**

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FURTHER INFORMATION

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1. INTRODUCTION

1.1 Purpose

- 1.2.1 The Arrangement Committee is defined in the Constitution (Global Accreditation Cooperation Incorporated-GOV-001) as the Committee comprised of delegates from Full Members of Global Accreditation Cooperation Incorporated appointed in accordance with the documented procedures of the Committee to make decisions on peer evaluations, signatory status and other matters related to the operation and management of the Global Accreditation Cooperation Incorporated Arrangement.
- 1.2.2 This document defines the terms of reference for the Global Accreditation Cooperation Incorporated Arrangement Committee.

1.2 Scope

- 1.2.1 This document applies to delegates from Full Members of Global Accreditation Cooperation Incorporated that are members of the Arrangement Committee.
- 1.2.2 These terms of reference should be read in conjunction with Global Accreditation Cooperation Incorporated-GOV-008 *Permanent Committees and Subordinate Groups*.

2. TERMS OF REFERENCE

2.1 Responsibilities of the Arrangement Committee

- 2.1.1 Decisions on acceptance, withdrawal, retention or suspension of Full Members as signatories of the Global Accreditation Cooperation Incorporated Arrangement or Regional Cooperation Body Members becoming a Recognised Regional Cooperation Body of the Global Accreditation Cooperation Incorporated Arrangement.
- 2.1.2 Review the procedures and policies of the Arrangement peer evaluation process.
- 2.1.3 Ensure evaluations associated with the Global Accreditation Cooperation Incorporated Arrangement are conducted in accordance with policies and procedures approved by the Members.
- 2.1.4 Use all information in a confidential and professional manner.
- 2.1.5 Identify specific needs for developing and continually refining Global Accreditation Cooperation Incorporated documents and other documents related to the Global Accreditation Cooperation Incorporated Arrangement policies and procedures.
- 2.1.6 Exchange information and experiences and promote the Global Accreditation Cooperation Incorporated Arrangement.
- 2.1.7 The Arrangement Committee, in conjunction with the relevant Technical Committees and the Stakeholder Committee, is responsible for evaluating sectoral Conformity Assessment Schemes (CAS) in accordance with Global Accreditation Cooperation Incorporated's established procedures. The committee shall report the evaluation outcomes to relevant Global Accreditation Cooperation Incorporated Committees and the General Assembly, as applicable.

2.1.8 To receive and review the Arrangement Management Committee activity report.

2.2 Voting

2.2.1 In matters relating to signatory status of the Global Accreditation Cooperation Incorporated Arrangement or recognition of a Regional Cooperation Body Member:

- 2.2.1.1 Only signatories of the Global Accreditation Cooperation Incorporated Arrangement may vote, and only persons entitled to vote will have access to full peer-evaluation reports.
- 2.2.1.2 Global Accreditation Cooperation Incorporated Arrangement signatories who vote shall have an understanding of the following:
 - objectives and purpose of the Global Accreditation Cooperation Incorporated Arrangement,
 - criteria used for the evaluation,
 - evaluation process, and
 - Global Accreditation Cooperation Incorporated Arrangement structure.
- 2.2.1.3 All decisions shall be made by a 2/3 majority of a vote for which only positive and negative votes will be counted to determine the decision. Abstentions will only contribute to the quorum. Any positive votes that have attached conditions will not be counted as positive votes; they will be counted as abstentions.
- 2.2.1.4 Each Global Accreditation Cooperation Incorporated Arrangement signatory has one (1) vote.
- 2.2.1.5 Global Accreditation Cooperation Incorporated Arrangement signatories who are not present at the meeting may appoint a proxy or cast a vote by mail to the chair prior to any Global Accreditation Cooperation Incorporated Arrangement Committee meeting.

2.2.2 Decisions can be made at meetings of the Arrangement Committee or by remote ballot.

2.3 Meetings

The Arrangement Committee shall generally meet annually in conjunction with the Annual General Meeting of Global Accreditation Cooperation Incorporated. However, as needed, it may conduct its work through virtual meetings or correspondence.

2.4 Confidentiality

Members of the Arrangement Committee and any observers shall maintain all information relating to evaluations as confidential and sign the Global Accreditation Cooperation Incorporated Declaration of Confidentiality (Global Accreditation Cooperation Incorporated-FMS-005).

3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global Accreditation Cooperation Incorporated