

GLOBAL ACCREDITATION
COOPERATION INCORPORATED
LOGO

TERMS OF REFERENCE
ARRANGEMENT MANAGEMENT COMMITTEE

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FURTHER INFORMATION

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1. INTRODUCTION

1.1 Purpose

- 1.1.1 The Arrangement Management Committee (AMC) is a permanent subordinate group of the Global Accreditation Cooperation Incorporated Arrangement Committee. The AMC manages the evaluation processes for the Global Accreditation Cooperation Incorporated Arrangement and makes recommendations to the Arrangement Committee.
- 1.1.2 This document defines the terms of reference for the Global Accreditation Cooperation Incorporated Arrangement Management Committee.

1.2 Scope

- 1.2.1 This document applies to members of the Arrangement Management Committee.
- 1.2.2 These terms of reference have been approved by the Executive Committee and 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 Management Committee

- 2.1.1 To plan and manage the implementation and maintenance of the Global Accreditation Cooperation Incorporated Arrangement.
- 2.1.2 To verify the proper conformance of peer evaluation processes of Regional Cooperation Body Members and accreditation systems of unaffiliated Accreditation Body signatories of the Global Accreditation Cooperation Incorporated Arrangement (see Global Accreditation Cooperation Incorporated-GOV-002 *General Rules* Clause 4.10.2).
- 2.1.3 To manage the peer evaluations and re-evaluations of the Regional Cooperation Body and unaffiliated Accreditation Body signatories of the Global Accreditation Cooperation Incorporated Arrangement.
- 2.1.4 To make recommendations to the Arrangement Committee for acceptance, continuation, withdrawal, retention or suspension of signatory status to the Global Accreditation Cooperation Incorporated Arrangement.
- 2.1.5 To evaluate the procedures and practices of the Arrangement peer evaluation process.
- 2.1.6 To implement the rules and procedures for the operation of the Global Accreditation Cooperation Incorporated Arrangement.
- 2.1.7 To investigate all complaints received relating to a Recognised Regional Cooperation Body or an Accreditation Body signatory or certificates of conformity issued by conformity assessment bodies it has accredited.
- 2.1.8 To evaluate nominated team leaders, team members and technical experts for use as team members for the peer evaluation process for the Regional Cooperation Bodies and

unaffiliated Accreditation Body signatories to the Global Accreditation Cooperation Incorporated Arrangement.

- 2.1.9 Develop and maintain training material for peer evaluators and conduct related training activities.
- 2.1.10 To identify specific needs for developing and continually refining Global Accreditation Cooperation Incorporated and other documents related to the Arrangement process and the accreditation of applicant organisations.
- 2.1.11 To report to the Arrangement Committee on the operation of the Global Accreditation Cooperation Incorporated Arrangement.
- 2.1.12 To recommend to the appropriate Global Accreditation Cooperation Incorporated Committees and the General Assembly any issues identified via the evaluation process as needing attention.
- 2.1.13 To maintain and publish the list of the signatories to the Global Accreditation Cooperation Incorporated Arrangement.

2.2 Membership

Membership of the Arrangement Management Committee is:

- 2.2.1 The chair and vice-chair of the Arrangement Committee shall be the chair and vice-chair of the AMC.
- 2.2.2 Each Regional Cooperation Body Member shall appoint two (2) members.
- 2.2.3 One (1) member from amongst any signatories of the Global Accreditation Cooperation Incorporated Arrangement that are not members of a Regional Cooperation Body.
- 2.2.4 The Stakeholder Committee shall appoint one (1) member.

2.3 Terms of Service

- 2.3.1 An AMC member may serve on the AMC for three (3) years. Upon expiration of the term of service, members shall continue to serve until a replacement is appointed by the Arrangement Committee. A maximum of two (2) consecutive terms may be served, with a break required before additional reappointment.
- 2.3.2 Where possible, initial nominations to serve in the AMC should be staggered to provide continuity within the AMC.

2.4 Observers

Observers may attend as follows:

- 2.4.1 One (1) observer nominated from amongst the Associate Members.
- 2.4.2 Other observers may be invited at the Chair's discretion.

2.5 Secretariat

The MRA Secretary shall be appointed by the Global Accreditation Cooperation Incorporated Secretary from the Global Accreditation Cooperation Incorporated Secretariat.

2.6 Voting

2.6.1 Each member of the AMC has one (1) vote.

2.6.2 Observers do not have voting rights.

2.6.3 Decisions can be made at meetings of the AMC or by remote ballot.

2.7 Meetings

The Arrangement Management 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.

2.8 Confidentiality

All participants in the work of the AMC (including 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