

GLOBAL ACCREDITATION  
COOPERATION INCORPORATED  
LOGO

## **TERMS OF REFERENCE STAKEHOLDER COMMITTEE**

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## **FURTHER INFORMATION**

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## 1. INTRODUCTION

### 1.1 Purpose

1.1.1 The purpose of this document is to define the terms of reference for the Global Accreditation Cooperation Incorporated Stakeholder Committee.

### 1.2 Scope

1.2.1 This document applies to members of the Global Accreditation Cooperation Incorporated Stakeholder 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 Mandate

The function of the Stakeholder Committee is to represent the interests of Global Accreditation Cooperation Incorporated Stakeholder Members within Global Accreditation Cooperation Incorporated, including:

- Ensuring stakeholder issues and concerns are addressed.
- Representing the interest of the stakeholder members in the ACRONYM Executive Committee.
- Utilizing expertise from their representative organisations to provide technical input into policy and guidance documents developed by Global Accreditation Cooperation Incorporated for their relevant sectors.
- Participating in and contributing to the work of Global Accreditation Cooperation Incorporated.
- Sharing and communicating relevant sectoral guidance documents and publications developed by their stakeholder organisations with Global Accreditation Cooperation Incorporated.
- Encouraging and promoting stakeholders' participation to respective organisations in their regions and national economies.
- Promoting the acceptance of conformity assessment results.

In order to fulfil this mandate and to meet the needs and expectations of the stakeholder community, it is essential that committee members have the ability and capacity to actively and positively contribute to the work of the Stakeholder Committee and the implementation of its key objectives.

## **2.2 Key Objectives of the Stakeholder Committee**

- 2.2.1 Achieve consensus amongst members of the Stakeholder Committee on the needs and expectations of providers and users of accredited conformity assessment services and results and to communicate this to Global Accreditation Cooperation Incorporated.
- 2.2.2 Assist Global Accreditation Cooperation Incorporated in determining how well the needs and expectations of providers and users of accredited conformity assessment services and results are being fulfilled.
- 2.2.3 Become informed and knowledgeable of Global Accreditation Cooperation Incorporated's organisation, structure, operations, and activities; and in particular to be informed of the Executive Committee, the Arrangement Committee, the Accreditation Committee, and the Technical Committees' activities in aiming to ensure accredited conformity assessment is fulfilling the expectations of stakeholders.
- 2.2.4 Provide advice and assistance to Global Accreditation Cooperation Incorporated for the development and implementation of strategies to ensure accredited conformity assessment bodies are fulfilling stakeholder expectations, and to continually improve the value and effectiveness of accredited conformity assessment.
- 2.2.5 Provide a channel for issues of concern to be raised by stakeholders, to determine if the issue is widespread and, if appropriate, to forward it to the Global Accreditation Cooperation Incorporated Executive Committee for consideration.
- 2.2.6 Monitor representation from the Stakeholder Committee across Global Accreditation Cooperation Incorporated, including Global Accreditation Cooperation Incorporated permanent committees and subordinate groups, to ensure appropriate Stakeholder involvement in Global Accreditation Cooperation Incorporated activities.

## **2.3 Balance of Interests**

- 2.3.1 As with other Global Accreditation Cooperation Incorporated committees, any formal Committee position shall be based on consensus of the Committee's members.
- 2.3.2 In accordance with the Global Accreditation Cooperation Incorporated General Rules (Global Accreditation Cooperation Incorporated-GOV-002) Clause 9.2, the General Assembly must ensure that the Stakeholder Committee is open to all Stakeholder members' interests. To enable the General Assembly to meet the requirements that no single group within the Committee shall prevail, when the Stakeholder Committee presents advice or any position to Global Accreditation Cooperation Incorporated, it shall report the balance within the Committee in reaching the advice or position. This might, for example, refer to the numbers from different representatives voting, restricting voting on particular topics to only those having an interest and competence for the matter in question, etc.

## **2.4 Meetings**

The Stakeholder 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.

### 3. AMENDMENT TABLE

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