

GLOBAL ACCREDITATION
COOPERATION INCORPORATED
LOGO

TERMS OF REFERENCE
PERMANENT WORKING GROUP ON MRA DOCUMENTATION

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FURTHER INFORMATION

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1. INTRODUCTION

1.1 Purpose

- 1.1.1 The role of the Permanent Working Group on MRA Documentation (PWG-MRA) is to develop and maintain procedures and policies of the Global Accreditation Cooperation Incorporated Arrangement peer evaluation process. These documents may be mandatory, guidance or informative.
- 1.1.2 This document defines the terms of reference for the Global Accreditation Cooperation Incorporated PWG-MRA.

1.2 Scope

- 1.2.1 This document applies to members of the PWG-MRA.
- 1.2.2 These terms of reference should be read in conjunction with Global Accreditation Cooperation Incorporated-GOV-008 *Permanent Committees and Subordinate Groups*. The PWG-MRA shall operate according to policies and procedures approved by the Executive Committee.

2. TERMS OF REFERENCE

2.1 Responsibilities of the PWG-MRA

- 2.1.1 Develop and maintain the MRA documents as the harmonised requirements and procedures for evaluating the Regional Cooperation Body Members and for evaluating single accreditation bodies by the Regional Cooperation Bodies or Global Accreditation Cooperation Incorporated.
- 2.1.2 Support the committees responsible for the Global Accreditation Cooperation Incorporated MRA to identify improvements to the evaluation processes and implement any necessary changes.
- 2.1.3 Communicate with the relevant committees of Global Accreditation Cooperation Incorporated. This may include participation in such committees as members or observers.

2.2 Membership

Membership of the PWG-MRA is:

- 2.2.1 Two (2) co-convenors designated by the Global Accreditation Cooperation Incorporated Executive Committee.
- 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.
- 2.2.5 The chairs and vice-chair of the Accreditation Committee, the Arrangement Committee and the Technical Committees.

2.3 Terms of Service

2.3.1 A PWG-MRA member may serve on the PWG-MRA for three (3) years. Upon expiration of the term of service, members shall continue to serve until a replacement is appointed by the Executive 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 PWG-MRA should be staggered to provide continuity within the PWG-MRA.

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 Convener's discretion.

2.5 Secretariat

The MRA Secretary shall provide the Secretariat for the PWG-MRA.

2.6 Voting

2.6.1 Each member of the PWG-MRA has one (1) vote.

2.6.2 Observers do not have voting rights.

2.6.3 Decisions can be made at meetings of the PWG-MRA 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.

3. AMENDMENT TABLE

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