



CAPACITY BUILDING COMMITTEE TERMS OF REFERENCE

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CAPACITY BUILDING COMMITTEE TERMS OF REFERENCE

1 PURPOSE

The purpose of the Capacity Building Committee is to:

- Address gaps and needs among ARAC members with regard to coherence and coordination in capacity-building activities;
- Harmonize the accreditation practices among ARAC members by organizing relevant training activities;
- Facilitate the sharing of experience and technical information among ARAC members;
- Support the development of new accreditation schemes for ARAC members;
- Support the enhancement of members' capacities in operating existing accreditation schemes of common interest to ARAC members;
- Support the enhancement of the pool of ARAC ABs assessors and build their assessment capacities, and encourage sharing resources among ARAC ABs where appropriate.

2 FUNCTIONS, RESPONSIBILITIES AND POWERS:

2.1 Functions:

The functions of the Capacity Building Committee (CBC) are:

- Develop and manage a program for transfer of expertise and technical information, sharing of information, visits by international/regional experts, and similar activities identified to assist new or developing accreditation schemes, among present and potential ARAC members, and to economies in Arab Region which invite such assistance;
- Co-ordinate the organization and running of seminars, workshops and training courses related to the administration of accreditation schemes;
- Develop training programs or additional explanatory notes on the application of IAF/ILAC policies, guidance or procedures which relate to the provision of accreditation services; any such documents shall be developed in coordination with other ARAC committees as appropriate, and
- Monitor the needs of members of ARAC in order to identify requirements for assistance or training, and to co-ordinate the provision of such assistance or training.
- Prepare the Work Plan of the CBC, and strategy proposal for the approval of ARAC EC, taking into consideration ARAC's guidelines and programs,
- To present an annual written report to the EC & GA regarding the work in progress and communicate any concern or need deemed relevant.

2.2 CBC's Responsibilities:

The CBC is responsible for achieving the goals stated in Clause 1 above through the following activities:

- **Identification of members' needs**
 - Identify and analyze training needs of members on annual basis
 - Establish training plans, as appropriate, based on training needs
- **Provision of training for members**
 - Formulate goals for training activities
 - Organize training for members where feasible
 - Cooperate with the ARAC MLA Group, MLA Committee and Technical Committee for training activities of common interests
 - Review outcomes of training, evaluate the achievements and performance of the training, and define any further training needs and/or needs for improvement.
- **Building members' training capacities**
 - Provide guidance on training course contents and training materials
 - Provide training for the trainers of member ABs
 - As appropriate, collect and disseminate information on training courses provided by members to facilitate cross-participation in each other's training.
- **Building capacity of ARAC members in new and existing accreditation activities**
 - Provide a set of guiding principles and approaches to capacity-building;
 - Develop databases and useful tools for members for self-development;
 - Provide guidance on available financial and technical support;
- **Facilitation of expertise sharing and information exchange among members.**
 - Coordinate visits by international/regional experts, and similar activities identified to assist the development of accreditation schemes by ARAC members or potential members.
 - Maintain procedures for cross-posting of staff between members.
 - Establish and maintain procedures for sharing assessment personnel among members.
 - Exchange information with other ARAC committees chairs

- **Support of Institutional and legal framework development**
 - Develop members' capacities in institutional and legal framework development
 - Coordinate visits by ARAC experts to member ABs' events.

2.3 Powers:

The powers of the CBC are the following:

- Review the outcomes of the CBC activities, evaluate the achievements and performance, and define any further needs or improvements.
- Seek approval of funding via the ARAC EC
- Make recommendations to the ARAC EC on the programs of assistance requiring the input of resources beyond those available to the Committee.
- Cooperate with other Regions for joint Capacity building activities,
- Make recommendations to the other ARAC Committees and WGs on activities that may support the committee objectives.
- Cooperate with other ARAC Committees as necessary for the achievement of the Committee objectives.
- Seek endorsement from EC to accept funding sponsorship from ARAC approved fund donors and international supporting organizations for the implementation of committee activities.
- In coordination with ARAC secretariat, contract with appropriate service providers to implement the CBC activities.
- Periodically review and maintain the documents produced by the CBC
- Invite possible ARAC future members and other regions to be involved in the CBC activities.

3 COMPOSITION

- 3.1 The CBC shall be composed by a Chair and selected members from the ARAC Accreditation Bodies and the Chairs of its subcommittees which may be formed in the future. Other persons may attend the meetings, with the consent of the CBC Chair.
- 3.2 Vice-chair: The vice-Chair shall be elected from the members of the CBC and approved by the ARAC's Executive Committee from among the members of the CBC for a specific period.
- 3.3 The membership of the CBC is limited to one delegate appointed by each ARAC Member. Members may be accompanied by other persons with the consent of the CBC Chair.

3.4 The CBC Chair is elected from the General Assembly members,

4 CBC MEMBERS' RESPONSIBILITIES

4.1 The CBC Chair's responsibilities are:

- a. To carry out these Terms of Reference;
- b. To chair CBC meetings;
- c. To report to the General Assembly and Executive Committee about the work that is being carried out;
- d. To submit to the General Assembly major resolutions adopted by the CBC;
- e. To ensure that the Chair is kept informed on all ongoing activities and projects.
- f. Distribute to the committee members, through the ARAC Secretary, the working documents for the meetings at least two weeks prior to the meetings.

4.2 CBC Vice-Chair responsibility is to assist the Chair in his/her duties.

4.3 CBC members' responsibilities are:

- a. To participate in the CBC meetings and actively participate in working groups when they are formed to undertake CBC tasks;
- b. To formulate initiatives to assist the accomplishment of CBC objectives;
- c. To perform tasks and responsibilities that they receive individually or as part of working groups in timely manner;
- d. To report to the CBC Chair on activities undertaken;
- e. To implement the CBC Work Plan;
- f. To contribute to the implementation of agreements and to abide by the instructions of the General Assembly.

5 VOTING

CBC recommendations are made by consensus; when a consensus cannot be reached, recommendations shall be made by two-thirds majority of those voting (abstentions will not be considered);

Each member of the CBC has one vote; the Chair has a casting vote.

6 QUORUM

The quorum at a meeting of the CBC shall be 50% members present (physically or virtually), of whom at least one shall be the Chair or the Vice-Chair of the CBC.

7 MEETINGS

- 7.1 The CBC shall meet at least once a year, meetings can be conducted virtually.
- 7.2 Additional meetings may be held, when considered necessary by the Chair, by the ARAC General Assembly, or by at least one half of the CBC members.
- 7.3 Draft agenda shall be distributed at least two weeks before the meeting.
- 7.4 Meeting documents shall be distributed at least two weeks prior to the meeting.
- 7.5 Draft resolutions will be circulated to the attendees following the meetings, for approval.

8 MINUTES AND RECORDS

Minutes of proceedings of the CBC shall be kept by the ARAC Secretariat. Minutes shall be prepared and confirmed by the CBC Members in attendance at the next meeting.

9 FINAL PROVISIONS

In case when a working group or a task force is established, ARAC's CBC defines its terms of reference which include the scope, composition, tasks to be carried out and deadline for reporting of results.