TECHNICAL COMMITTEE
TERMS OF REFERENCE

AUTHORIZATION

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1   Scope of committee:

The ARAC Technical Committee (ARAC TC) is the forum for the study and discussions of all matters related to the accreditation of conformity assessment bodies in the scopes of testing, calibration, medical laboratories, reference material producers (RMP) and proficiency testing providers (PTP), biobanking, certification, inspection, validation and verification bodies.

2   F U N C T I O N S

2.1   The functions of the Technical Committee (TC) are:

a.   To participate in developing, implementing and reviewing the management system of ARAC (Manual, procedures, working documents…etc);

b.   To maintain a continuous coordination and relationships with regional and international accreditation cooperation to assure the achievement of ARAC objectives and interests;

c.   To support and follow up ARAC membership at ILAC/IAF in cooperation with other ARAC committees;

d.   To cooperate with ARAC secretary and ARAC members to assure the proper implementation of technical support (country-support) program (process and methodology);

e.   To provide the advice and technical support to the Chairperson of ARAC on technical related matters;

f.   To create and dissolve ad-hoc subcommittees/groups as needed for undertaking specific tasks in a predetermined time frame, to provide general direction and coordination to the activities of these subcommittees and to monitor their progress; and to approve the Terms of Reference and Work Programs of these technical subcommittees and ensure that their documents are consistent with ARAC guidelines and programs;

g.   To serve as liaison between the Executive Committee and its technical subcommittees/groups, and to report to the Executive Committee and ARAC's General Assembly about the activities that are being carried out by the TC and the subcommittees/groups under its responsibility;

h.   To coordinate with other ARAC committees the accomplishment of ARAC objectives;

i. To identify the needs and to develop and adopt, documents, policies and guidelines related to the scope of the committee;

j. To ensure that ARAC's technical criteria and documents are based on international documents, policies, guidelines and practices;

k. To monitor regional and international activities and document generation related to the scope of the committee, and to propose to the Executive Committee actions to be taken;

l. To keep ARAC members informed about the cross-frontier accreditation activities and international documents and policies;

m. To review and interpret international and regional technical documents related to accreditation and accordingly advice to update ARAC documents;

n. To keep the ARAC Secretariat informed about committee activities, including minutes, work plans and attendance registries of meetings or other activities.

o. To discuss and harmonize the implementation of accreditation activities by ARAC members, namely by preparing and updating a set of documents as well as resolution.

p. To enhance the equivalence and consistency of accreditation system and practice namely by organizing training events, surveys ,workshops and dedicated networks as well as maintain records of the exchange and sharing of experience and knowledge.

q. To promote and facilitate the participation of ARAC members in the proficiency testing schemes [PTS] and to review the results of the PT programs that are performed under the auspice of ARAC.

r. To represent ARAC at technical committees of relevant regional and international organizations, and to propose ARAC's participation in joint working groups with other bodies; and

s. To perform any other task related to the committee functions specified by the ARAC GA and Executive Committee [EC].

t. To enhance the consistent understanding and implementation of the accreditation standards among ARAC members by formulating relevant guidance, criteria or consensus, which shall not in principle, contradict to those formulated by IAF and/or ILAC;

u. To consider questions relating to the operation of accreditation programs, and the need for development of mandatory, or guidance documents for such programs,

v. To recommend adoption of IAF/ILAC mandatory/guidance documents with amendments as necessary to meet ARAC needs;

w. To identify, discuss and resolve issues related to accreditation of CABs;

3 COMPOSITION

The TC consists of:

3.1 The TC shall have a Chair elected by the General Assembly from ARAC Full members in accordance with the Bylaws, for a term of three years, and can be reelected once.

3.2 The vice chair will be elected by the TC members from ARAC Full members for a term of three years, and can be reelected once.

3.3 The membership of the Technical Committee is limited to one delegate appointed by each ARAC member. Members may be accompanied by other persons with the consent of the Technical Committee Chair.

3.4 Each ARAC stakeholder member can nominate one representative in the ARAC TC

4 RESPONSIBILITIES

4.1 The TC Chair's responsibilities are:

a. To implement and overseen these Terms of Reference;

b. To chair TC meetings;

c. To report to the General Assembly and Executive Committee on the activities that is being carried out;

d. To ensure that TC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by two-thirds majority of those voting (abstentions will not be considered);

e. To present the Technical Committee's resolutions to the Executive Committee and General Assembly for ratification, as they require GA endorsement to take effect.;

f. To distribute to committee members, through the ARAC Secretariat, working papers for committee meetings at least two weeks before meetings.

g. To formulate the TC work plan in coordination with the TC members and other

related committees.

   h. To suggest the creation and dissolving subcommittees/groups under ARAC TC related to technical fields as needed.

   i. To invite whenever needed technical experts and related bodies to attend the meetings.

4.2 TC members' responsibilities are:

   a. To attend TC meetings and actively participate on specialized working groups formed to undertake committee tasks;

   b. To formulate initiatives to assist the accomplishment of committee objectives;

   c. To perform tasks and duties that they receive individually or as part of working groups/subcommittees in a timely manner (Annex 1);

   d. To report to the TC on undertaken activities;

   e. To implement the TC Work Plan and those of its subcommittees;

   f. To contribute to the implementation of resolutions and instructions of the General Assembly.

   g. The nominated members are expected to actively contribute to the work of the Committee during meetings and out-of-session, especially in relation to reading and commenting on draft documentation and otherwise actively participating in face-to-face, email and online discussions.

4.3 The Responsibilities of the WG Coordinators are:

a) Being the leader of the WG and helping to generate consensus among the members of the WG,

b) Coordinate and participate in the activities carried out by the WG,

c) Report the advances in the activities of the WG in the meetings of the technical committee.

1   M E E T I N G S

1.1 The TC shall meet at least twice a year.

1.2 Additional meetings may be held, when considered necessary by the Chair, by the ARAC General Assembly, or by at least one half of the TC members.

1.3 Meetings can be organized via physical attendance of the committee members or remotely via suitable web-based meeting program if needed.

1.4 Draft agendas shall be distributed at least four weeks before the meeting.

1.5   Meeting documents shall be distributed at least two weeks prior to the meeting.

1.6   Draft minutes shall be distributed within two months after the meeting.

2   Quorum

The quorum at a meeting shall be at least 50 % of the nominated members of whom at least one shall be the chair or the vice chair in case of absence of the vice chair.

3   Voting

The Technical Committee shall seek to make all decisions by consensus .If a vote is necessary the votes of the two-thirds majority of the members present at a meeting at which a quorum is present shall determine the decision. Each member of the technical committee has one vote, the chair has casting vote

Annex 1

TOR for Working Groups (WGs)

The purpose of this TOR is to draw up the roles and activities of the working groups (WGs) that are established under (ARAC TC). In addition, to follow up the specific technical issues for each working group (WG) according to its accreditation scope.

Objectives:

The objectives of working groups (WGs) are:
- Follow up the developments in the relevant technical sector.
- Achieve a unified vision and policies for accreditation processes in its relevant of scope of accreditation. .

Responsibilities:

Working groups (WGs) assigned to conduct the following responsibilities:
- Prepare, discuss, and follow up the approval and implementation of the action plans that are relevant to ARAC strategy for developing the accreditation programs.
- Participate in reviewing the policies, work procedures and other documents of ARAC, which related to technical issues and accreditation scopes.
- Prepare the necessary reports that are relevant to the activities of ARAC TC.
- Prepare reports related to technical issues and submit it to the chair of the ARAC (TC).

Formation of the working group (WGs):

- The working groups (WGs) are formed by representatives of the ARAC members.

- Working groups (WGs) shall be formed of not less than three members of ARAC members.

- Working groups (WGs) are formed, restricted or disbanded by the ARAC (TC).

- The working groups (WGs) are chaired by one of their members, who is responsible for coordinating between the members of the group and responsible for reporting to the TC Chair.