



MLA COMMITTEE TERMS OF REFERENCE

CLASSIFICATION

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1. Objective

- a) The objectives of the MLA Committee (MLAC) are to plan and manage the implementation and maintenance of ARAC Multilateral Recognition Arrangements (MLA).

- b) This document specifies the functions, composition, quorum and responsibilities of the MLA Committee.

2. Functions of the MLA Committee (MLAC)

Improvement and maintaining Operational Documents:

- a) Implement and maintain policies and operational procedures of the ARAC MLA;
- b) Identify specific needs for development and continual improvement of ARAC MLA;
- c) Create and dissolve ad-hoc groups as needed for the development of specific tasks in a predetermined timeframe, and monitor their progress;
- d) Identify concerns of members ABs and stakeholders about acceptance and relevance of the MLA and suggest solutions.

Managing Resources:

- e) Propose and develops training activities for peer evaluators (workshops, courses, seminars, etc.), in order to harmonize the application of criteria;

3. Composition of the MLA Committee

- a) The MLAC shall have a Chair elected by the General Assembly in accordance with the Bylaws, for a term of three years, and can be reelected once. In any case, the incumbent may serve for a maximum of six consecutive years. The candidates for the MLAC chair elections have to be from ARAC MLA signatory member AB.

MLAC chair shall primarily be a previous member of the MLA Committee that has served for at least two years before getting elected as a chair

- b) The MLAC shall have a Vice Chair elected by the committee members, for a term of three years, and can be reelected once. In any case, the incumbent may serve for a

maximum of four consecutive years. The candidates for the MLAC Vice-Chair elections has to be from an ARAC MLA signatory member AB.

- c) The MLAC shall have an MLA Secretary, who may be the ARAC Secretary.
- d) The MLAC will be integrated by one representative of each signatory member, one of each full member, two representatives of the associate members, one representative of the Stakeholders and one representative of the affiliate members.

Note: All other associate, stakeholder and affiliate members may participate in the meetings of the MLAC as observers.

- e) The representatives of ARAC full members, associate members, stakeholders members and affiliate members shall be nominated by their entities to the Chair of the MLAC.
- f) The representatives of ARAC full and associate members have a vote. The representatives of affiliate and stakeholders members have not vote rights.
- g) A single vote is considered for each committee member, not for each country. Committee secretariat has no vote
- h) The quorum of the MLA Committee shall be achieved in a meeting when at least 60% of the full and associate members are present in person or by proxy, and for electronic ballots when at least 60 % of the full and associate members issue a vote.
- i) Decisions by the MLA Committee will be made preferably by consensus. If consensus is not achieved, decisions shall be made by an affirmative vote of at least two thirds of the present (including proxy) vote members (abstentions will not be considered). Decision may be made either in meetings or by e-mail/postal ballot.
- j) Invitations to other organizations to participate as observers can be made by the Chair of the MLAC.

4. **Responsibilities**

4.1. The Chair's responsibilities are:

- a) Carry out these Terms of Reference
- b) Chair meetings of the MLAC;
- c) Report to the General Assembly and Executive Committee about the work that is being carried out in the MLAC;
- f) Submit to the General Assembly for ratification, all the resolutions adopted by the MLA Committee;
- g) Maintain the Vice-Chair informed on all of the current and planned activities.

4.2. The Vice-Chair's responsibilities are:

- a) Assist the Chair in the fulfillment of his/her duties;
- b) Replace the Chair in his/her absence or impediment; and
- c) Maintain permanent contact with the Chair in order to be aware of the current and planned activities, and assist the Chair in carrying them out.

4.3. The MLAC Secretary's responsibilities are:

- a) Assist the Chair in the fulfillment of his/her duties; and
- b) Maintain the Vice-Chair informed on all of the current and planned activities.
- c) Draft meeting resolutions and distribute them to the MLAC members, respectively
- d) Distribute to MLAC members the working papers for committee meetings.
- e) Submit an annual ARAC MLA report for the IAF MLA MC and to the ILAC AMC.

4.4. The MLAC members' responsibilities are:

- a) Attend MLAC meetings and actively participate in the specialized working groups formed to carry out the Committee tasks;
- b) Develop initiatives to assist the accomplishment of the MLA Committee's goals;
- c) Perform in a timely manner, the tasks and responsibilities assigned individually or as a part of a working group;

5. Meetings

5.1. The MLAC shall meet when considered necessary by the Chair, by the ARAC General Assembly, or by at least two third of its members.

5.2. The MLAC shall meet at least once a year.

5.3. Draft agendas shall be distributed at least four weeks before each meeting.

5.4. Draft MLAC and resolutions shall be distributed within two months of the meeting.

5.5. MLAC meeting documents shall be distributed at least two weeks prior to each meeting.