



Procedure for Promotion of ARAC Internal and Training Activities

CLASSIFICATION

This document is classified as ARAC Procedures Document.

AUTHORIZATION

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AVAILABILITY

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Original: English

1. Purpose

- 1.1. The purpose of this procedure is to ensure that information about ARAC internal activities or training related activities is properly distributed to all appropriate parties in sufficient time to enable all interested parties to participate.

2. Scope

- 2.1. This procedure applies to ARAC internal activities or training related activities of the Secretariat, the committees and subcommittees and any other groups requiring this support.

3. ARAC internal and training activities

- 3.1. The Secretariat or any committee responsible for planning activities such as conferences, seminars, courses, and other training activities should submit the relevant information to the Communication and Marketing Committee at least 3 months before the event. This timeframe will facilitate the early preparation of appropriate advertisements or invitation materials. All notices of upcoming activities will be circulated to the wider membership for their information and consideration, at least 2 months before execution, if not sooner.

4. Relevant Information to be provided

- 4.1. The information required by the Communication and Marketing Committee for the production of invitations to conferences, seminars, and/or courses would include, but not be exclusive to:

- The Title/Name of the Activity,
- The Associated parties, eg. The Accreditation Body host,
- The dates of the activities,
- The language(s) of the activity,
- The participation fees, if applicable,
- The accommodation arrangements,
- The host nominee in charge of logistics, (name, organization, full mailing address, telephone and e-mail).
- The facilitator(s) information (name, organization, or representation if different, full mailing address, telephone and e-mail)
- The topics to be considered
- Financial support of participants, if any,
- Criteria for participation,

Information where the activity will be held. i.e. Hotel Name and address, City, and Country. Social media information, if applicable

- Any other relevant information.

5. Promotion of Material Production and Circulation

- 5.1. Once all relevant information has been received from the coordinating party, Communication and Marketing Committee will produce the relevant material.
- 5.2. The completed documents will be sent to the Coordinating party, the facilitator(s) and any other relevant parties as identified by the Coordinating party for their comments and changes, for not more than a one week period.
- 5.3. Once all parties have agreed on the document, the Communication and Marketing Committee will send the document to the Secretariat
- 5.4. The ARAC Secretary will on receipt of the approved document, circulate it among the entire membership and any other interested parties by email or through ARAC IT platforms

6. Exclusions

- 6.1. Documents to be considered by the ARAC Membership or General Assembly, whether at a meeting or by correspondence, must be distributed exclusively by the ARAC Secretariat. For purposes of document control and efficiency, ARAC committees' members should not directly send documents that are intended to be considered by ARAC full / associate / affiliate/ stakeholders and interested parties members in their official capacity.
- 6.2. ARAC Secretariat also is responsible for distributing notices to the committees' members relating to their regular meetings, such as draft agendas, working documents, resolutions, meeting reports and other documents.