

**TERMS OF REFERENCE FOR THE STEERING COMMITTEE FOR THE  
ESTABLISHMENT OF A SINGLE INTERNATIONAL ACCREDITATION  
ORGANIZATION OF THE  
INTERNATIONAL ACCREDITATION FORUM &  
INTERNATIONAL LABORATORY ACCREDITATION COOPERATION**

**INTRODUCTION**

At the 19th IAF-ILAC Joint General Assembly that took place on 29 October 2019 in Frankfurt, Germany the following Resolutions were taken:

*JGA Frankfurt Resolution 1 – Recommendation to Establish a Single International Accreditation Organization (1)*

*The Joint General Assembly endorses the recommendation of the Joint Executive Committee to establish a single international organization for accreditation on the basis of the results of the “Survey In Support of the IAF 2020 – 2025 and ILAC 2021 – 2025 Strategic Plans”*

*JGA Frankfurt Resolution 2 – Recommendation to Establish a Single International Accreditation Organization (2)*

*The Joint General Assembly endorses the recommendation of the Joint Executive Committee to create a Steering Committee, reporting to the Joint Executive Committee, to lead the process to establish a single international organization for accreditation. In this regard, a contractor will be engaged and the costs for the project will be shared equally by IAF and ILAC.*

To follow the mandate of the JGA, and the resolutions passed by ILAC GA and IAF GA on 30 October 2019 there is a need to have clear and specific information on how the Steering Committee is organized, what the committee is trying to achieve, who the members are, when and where are they going to meet and the outcomes expected from their work.

**THE STEERING COMMITTEE TERMS OF REFERENCE**

**1. General**

The Committee will be named Steering Committee of the IAF-ILAC JEC for the Establishment of a Single International Accreditation Organization.

The Committee will be an ad hoc advisory committee which will report to the IAF-ILAC Joint Executive Committee.

From now on, in this document, the Steering Committee of the IAF-ILAC JEC for the Establishment of a Single International Accreditation Organization will be called “The Steering Committee”.

## **2. Purpose**

The Steering Committee's purpose is to develop and manage the process for establishing a Single International Accreditation Organization.

## **3. Membership**

The Steering Committee will have the following 12 members:

- The Vice Chair of the International Accreditation Forum (IAF)
- The Vice Chair of the International Laboratory Accreditation Cooperation (ILAC)
- one person representing each of the regions, (6)
- four persons from different stakeholders' organizations, two from IAF and two from ILAC.

## **4. Authority**

The Steering Committee will be co-chaired by the Vice Chairs of IAF and ILAC

The decision-making process of the Steering Committee will be by consensus, understanding consensus as a general agreement about a proposal that is shared by all the members of the Committee and where no justified opposition is presented, if necessary, any decisions that cannot be reached by consensus will be made by majority vote.

The Secretariat of the Steering Committee will be defined by the Committee members.

## **5. Meetings**

The Steering Committee will have its first meeting in October 2020, thereafter, meetings will be held during each IAF-ILAC mid-term and annual meetings. These meetings will need to be held prior to the Joint Executive Committee meetings.

By agreement, the Co-Chairs can call for a non-scheduled meeting.

Decisions can also be taken via email or other electronic means outside meetings.

Any proposal where a decision is needed will be communicated to the Steering Committee members in writing, this may be via email, and the decision period will be at least one month. This time can be changed, extended, or reduced, by consensus of the Steering Committee members.

Agenda for all meetings shall be approved by the Co-Chairs and circulated by the Secretariat of the Steering Committee at least 30 days in advance of the date of the meeting.

Decisions and Minutes of the meetings will be prepared and circulated for approval by the Secretariat of the Steering Committee.

## **6. Reporting**

The Committee Co-Chairs will report to the IAF-ILAC Joint Executive Committees during their mid-term and annual meetings and may report at other times, as necessary.

Where a decision is required by the IAF and ILAC members, the Steering Committee Co-Chairs will prepare a proposal including a draft resolution if necessary, for decision according to the respective voting rules ILAC and IAF.

## **7. Deliverables**

The Committee outputs shall be:

- I.** Identifies the best candidate according to the criteria (annex A, B and C) and propose it to the JEC for selection.
- II.** Develop a road map, in conjunction with the contractor, to have the single International Organization for Accreditation fully operating by June 2024.
- III.** Support the collection of information on the requirements of IAF and ILAC members and Stakeholders to be able to take their needs into account.
- IV.** Monitoring and follow up the progress of the contractor's work.
- V.** Reporting updates on progress to the IAF-ILAC Joint Executive Committee and Joint IAF-ILAC General Assembly.
- VI.** Approved the plan from the current model and resourcing structure to the new model once agreed.
- VII.** Report on budget related to the costs of the activities for the establishment of one single organization.

## **8. Access to any external resources**

The Steering Committee can whenever needed invite or seek advice from any external bodies or experts related to objectives.

## **9. Review**

These ToR can be reviewed and amended by consensus agreement of the members of the Steering Committee whenever needed. The JEC will approve the changes.

## **Annex A**

### **Contractor Profile**

The contractor will be engaged by the JEC to support the Steering Committee to prepare a proposal for the JEC to establish a single International Accreditation Organization and shall:

1. Be neutral between IAF and ILAC.
2. Have extensive experiences and skills at an international accreditation level (e.g. Chairperson of International and/or regional accreditation organization, Director /CEO of and IAF MLA and ILAC MRA signatory with scope in laboratories, inspection bodies and certification bodies).
3. Have sound experience and knowledge in project management.
4. Be fluent English and have high written and verbal communication skills.
5. Have (or be able to access) expertise in the following:
  - a) Mergers & Acquisitions
  - b) Legal issues at international level, including anti-trust/competition and trademarks
  - c) Taxation / fiscal issues at international level

## **Annex B**

### **Contractor deliverables**

The Contractor will report regularly to the Steering Committee as well as the JEC, and will be responsible for the project management as well as for analyzing current IAF and ILAC governance, arrangements and procedures in order to develop a project plan for the establishment of a Single international Organization for accreditation.

The contractor may participate in meetings of the IAF and ILAC General Assemblies, to present the progress of the work being undertaken, as required.

The issues to be considered include, but are not limited to the following:

#### **A. Legal and financial issues**

- a) Governance and structure
- b) Incorporation/registration and jurisdiction where the new organization is to be registered and established (the location must guarantee the neutrality of the new body)
- c) Article of Association/Constitution
- d) Company legal nature
- e) Cost of the operation
- f) Cost structure and legal obligations during the process
- g) Membership fees
- h) Finance and supporting services
- i) Secretariat structure

#### **B. Accreditation issues**

- a) Membership categories, criteria, and rights
- b) Voting structure and rules
- c) MLA / MRA rules / arrangements
- d) To develop the required management system
- e) Working Groups and Task Forces- issues including how they are created; chaired; decisions reached, etc.

#### **C. Communication/marketing issues**

- a) Name of the new organization
- b) Logo and Mark /Trademark
- c) Brand
- d) MLA/MRA Mark

The Contractor should generate the project closure report which should include issues that might have to be further developed in future or issues that did not go according to plan.

## Annex C

### Process for selecting the Contractor

The attributes of the contractor in conjunction with the attributes of specialist(s) with expertise in M&A, finance etc., will collectively provide the required skills and expertise to support the establishment of the single organization. This team approach should address the skills and experiences required in the profile.

Once the JEC reviews and approves the criteria for the contractor selection (Annex A, B and C), the IAF and ILAC secretaries will inform all the members of the availability of this position and request expressions of interest be forwarded, including a quotation for services, (within 40 days of the notice).

After the 40 days, the secretaries provide the Steering Committee members with the proposals received. Each Steering Committee member rates each proposal based on the criteria detailed in this annex and forwards their analyses to the Committee Co-chairs who will collate the ratings for each proposal received. The Co-chairs send to the JEC the collated ratings of all proposals received and a recommendation for appointment of the preferred contractors.

The JEC makes the decision on the appointment of the contractor that meets the profile established in the ToR of the Steering Committee.

If the Steering Committee receives more than one contractor proposal, they must carry out the analysis and comparison to identify the best candidate, considering:

- The corresponding quotes (Cost -time of development project)
- Information and verification of technical competence require in Annex A (ToR)
- References of previous works
- Infrastructure (technical support during and after the project)
- Impartiality risk analysis

The Contractor with the highest total score will be selected.

Score scale	Results
1-5	Where 1 is the lowest grade, and 5 the highest rating for the criteria selection

The items to be considered are:

Contractor	Cost	Qualification (score scale)				Total
		a	b	c	d	

- a) Knowledge and experience (Annex A profile)
- b) Cost
- c) Delivery times and availability
- d) Support (specialist(s) with expertise in M&A, finance etc. who will provide support to the contractor)