



## **AIUK Policy Advisory Committee**

AIUK Articles of Association require the Directors to establish an advisory committee: "the purpose of which is to ensure that the Directors are aware of the views of interested parties on policy issues affecting AIUK activities, including the interpretation and application of national, European and International Standards, guidelines, procedures, regulations, practices and agreements applicable to accreditation bodies and conformity assessment bodies."

In a management meeting on 26<sup>th</sup> October 2007 it was agreed that members of the committee should be nominated by parties who have a direct interest in AIUK activities. They further stated that the members of the committee should articulate the views of the party which nominated them and that attainment of consensus should not be at the expense of registering the views of nominating parties.

## **Terms of Reference**

The Policy Advisory Committee is required:

- To advise the Directors on all policy matters concerned with the development and operation of AIUK activities.
- To communicate to AIUK the views of the AIUK stakeholder interest. If considered desirable by the Committee, such reporting may be through the attendance of the Committee Chairman at a AIUK Board meeting;
- To raise issues for the consideration of the AIUK Management;
- To respond to the requirements of the management of AIUK for advice on specific issues, including the identification, analysis and documentation of relationships between AIUK and any related body in accordance with ISO/IEC 17011.

## **Constitution**

The Policy Advisory Committee shall be constituted from the nominated representatives with an interest in the operation of AIUK.

The Directors of AIUK will be ex-officio Members of the Committee. The management of AIUK shall have the opportunity to approve the constitution and individual membership of the Committee. Constituent organisations will be requested to reaffirm their representation every 2 years.

At the invitation of the Policy Advisory Committee Chairman, other AIUK employees may attend meetings of the Policy Advisory Committee. On such occasions, the affiliation to AIUK of such attendees must be clearly stated in the minutes.

## **Chairman**

The Chairman of the Policy Advisory Committee shall be elected from the membership of the Committee excluding members of the AIUK management or employees of AIUK. The Chairman of the Policy Advisory Committee will be appointed by a straight majority of the members of the committee attending the meeting at which the duration of his/her tenure of the chair will also be agreed. The maximum continuous period of tenure is two years.

## **Secretary**

A Secretary of the Policy Advisory Committee will be appointed by the Directors of AIUK.

## **Procedures**

There shall be no votes on the issues discussed by the Policy Advisory Committee, except on matters concerning its own internal procedures and appointments.

The Directors of AIUK will discuss the agenda for forthcoming meetings with the Chairman of the Committee before the agenda and papers are distributed to members.

The Directors of AIUK will ensure that the committee receives briefing papers on all matters of substance under current consideration by AIUK and which have the potential to affect directly any of

its external stakeholders. He or she will enable the Secretary to circulate such papers to committee members at least 14 days before any meetings to permit time for deliberation.

Papers for meetings shall not be public documents. They will be circulated in advance and will generally carry the status of `Draft Policies' and may be copied with discretion by PAC members in order to consult with their constituencies, unless specifically described as confidential.

The Secretary will provide draft minutes of the proceedings of the committee within 14 days of each meeting. These minutes will be submitted at the following meeting for approval. Where AIUK believes new information may lead to a change in an agreed action, this should be referred back to the PAC.

**Frequency**

The Policy Advisory Committee will meet at least 3 times per year at a time and location to be agreed by members.

