

REPRESENTATION ON BEHALF OF APAC

**Issue No. 1**

**Issue Date 1 January 2019**

**Application Date 1 January 2019**

**AUTHORSHIP**

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**FURTHER INFORMATION**

For further information about APAC or this document, please contact the APAC Secretariat. Contact details can be found at [www.apac-accreditation.org](http://www.apac-accreditation.org).

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1. SCOPE

This document provides rules on representation of behalf of APAC and on authority to speak on behalf of APAC.

1. REPRESENTATION ON BEHALF OF APAC

In accordance with the APAC Constitution (APAC GOV-001), the APAC Chair is responsible for acting as a representative for APAC.

The Chair may delegate this task to any APAC Member as the Chair considers appropriate. For example, for specific tasks such as representing APAC in the IAF or ILAC Executive and other committee meetings, representing APAC in other regional accreditation cooperation meetings, representing APAC at APEC Telecommunications and Information Working Group (APEC TEL) meetings, and representing APAC at meetings of other APEC Specialist Regional Bodies (SRBs), the APAC Chair may often delegate the responsibility to another person.

Representation from the APAC MRA Council to IAF and ILAC MLA/MRA management committees is determined by the MRA Council in accordance with APAC FMRA-011.

A list of persons authorised to represent APAC on a regular basis in specific meetings or organisations is given in document APAC FGOV-004 “*Office Register and Terms of Office”.*

The APAC representative shall be fully briefed for the task by the APAC Chair and/or APAC Secretary and shall be provided with any necessary supporting information by the APAC Secretariat.

Following missions to represent APAC, the representative shall, within 1 month of the event, provide to the Executive Committee via the APAC Secretariat a written liaison report in the format outlined in Annex A.

Any request for representational travel funding shall be submitted in accordance with APAC FIN-002 using form APAC FFIN-002.

An APAC member shall not claim to represent APAC or present APAC’s position on any matter in any public forum unless having prior authorisation to do so.

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Some information drawn from APLAC SEC 046 Issue 5. |
| End |  |

ANNEX A – FORMAT OF APAC LIAISON REPORT

**APAC Liaison Report**

***[Date]***

|  |  |
| --- | --- |
| **Name of APAC Representative/Liaison Officer:** |  |
| **Liaison Organisation:** |  |
| **Activity, Location and Date(s):** |  |
| **Primary Purpose for Attending the Meeting:** |  |
| **Contributions to the meeting and any APAC views raised** |  |
| **Issues, Areas of Concern, and any Urgent Matters (in bold):** |  |
| **Report including recommendations to the APAC Executive Committee or relevant APAC committee, where appropriate:** | |
|  | |