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**NATURAL ACCREDITATION (EXECUTIVE) COMMITTEE TERMS OF REFERENCE**

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**1 OBJECTIVE**

**1.1** The objective of the i-NAF Natural Accreditation (Executive) Committee is to advance the objectives, goals, and tasks of i-NAF, and to implement its policy and administration.

This document specifies the functions, composition and responsibilities of the i-NAF Natural Accreditation (Executive) Committee. It also provides additional provisions to guide its work.

**2 FUNCTIONS**

**2.1** The functions of the Natural Accreditation (Executive) Committee (NAC/EC) are:

2.1.1 To further and monitor the objectives, aims and tasks of i-NAF, and to implement i-NAF policy and management in accordance with provisions on i-NAF's Memorandum of Understanding and Bylaws;

2.1.2 To monitor the fulfillment of i-NAF's objectives and the execution of its General Assembly resolutions;

2.1.3 To establish the formation, the Terms of Reference, and monitor the operation of i-NAF committees and subcommittees (when it may be formed) as necessary, to ensure their proper coordination, and to oversee the appointment of the Chair of each committee, which will then be approved by the i-NAF General Assembly;

2.1.4 To adapt the procedures and policies of i-NAF with the international practices, make the necessary changes, and approve it from the General Assembly.

2.1.5 To cooperate and develop relations with other relevant bodies in the field of conformity assessment and other relevant global, regional, and international organizations;

2.1.5 To define a strategy for i-NAF participation in other international and regional fora;

2.1.6 To cooperate with the NBE Foundation on arrangement and finance of general assemblies;

2.1.7 To recommend registration fees to be paid by attendees to i-NAF general assemblies, if needed;

2.1.8 To propose the i-NAF annual budget and fee structure, to be approved by the General Assembly;

2.1.9 To draft proposals of the i-NAF Strategic Plan, to be approved by the General Assembly;

2.1.10 To ensure exchange of information by i-NAF with natural/other conformity assessment bodies, their customers, such as NSO and ISO standards organizations, and other relevant bodies;

2.1.11 To request from international organizations support for activities for i-NAF members in the field of conformity assessment;

2.1.12 To plan and properly disseminate i-NAF technical information to all interested parties;

2.1.13 To operate the Quality System of i-NAF including the control of documents and records;

2.1.14 To keep members informed about major issues submitted to the Secretariat during intervals between General Assemblies and attend mail sent to i-NAF;

2.1.15 To inform members about candidates for the positions of i-NAF Chair, Treasurer (if assigned), Executive Secretary, and Chairs of committees and subcommittees, when formed;

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2.1.16 To convene ordinary and extraordinary meetings of the General Assembly.

### **3 COMPOSITION**

**3.1** The Natural Accreditation (Executive) Committee shall be composed by:

3.1.1 The Chairs of i-NAF Committees from i-NAF full members.

3.1.2 A maximum of two members from i-NAF full members, elected by the i-NAF General Assembly, and one member from i-NAF associate members, who will be elected by their representatives, for a two-year term renewable one time to ensure a proper presentation of all members and access to expertise regarding technical, management and policy issues,

3.1.3 The Chairs of the Subcommittees (when appointed) shall participate as necessary, upon invitation by the Natural Accreditation (Executive) Committee Chair based on request from the relevant i-NAF Committee Chair (as observers with no vote),

3.1.4 Persons and/or organizations invited by i-NAF Natural Accreditation (Executive) Committee Chair to participate as observers in some part of the meeting or in the meeting as a whole, with no vote.

**3.2** The Chair of i-NAF shall be the Chair of the Executive Committee. The vice-chair of i-NAF shall be the vice Chair of the Executive Committee. The Chair and Vice Chair are elected by the General Assembly from i-NAF full members.

**3.3** The office term of each member elected and/or appointed to the i-NAF Natural Accreditation (Executive) Committee is two years, and may be reelected for a second consecutive term.

**3.4** The i-NAF Secretariat is the Natural Accreditation (Executive) Committee Secretariat.

### **4 RESPONSIBILITIES**

**4.1** The NAC/EC Chair's responsibilities are:

4.1.1 To carry out these Terms of Reference;

4.1.2 To chair NAC/EC meetings;

4.1.3 To report to the General Assembly about the work that is being carried out;

4.1.4 To submit to the General Assembly, for its ratification, all resolutions adopted by the NAC/EC;

4.1.5 Represent i-NAF in the world-wide community. Sign the agreements approved by the General Assembly.

4.1.6 To supervise furtherance of the objectives, aims and tasks of i-NAF;

4.1.7 Supervise the implementation of i-NAF policy and management.

4.1.8 Perform tasks according to the i-NAF NPG 12 Management Review Procedure.

**4.2** NAC/EC members' responsibilities are:



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- 4.2.1 To attend NAC/EC meetings and actively participate on specialized working groups formed to undertake committee tasks;
- 4.2.2 To formulate initiatives that support the accomplishment of committee objectives;
- 4.2.3 To perform tasks and responsibilities that they receive individually or as part of working groups;
- 4.2.4 To report to the NAC/EC on undertaken activities;
- 4.2.5 To implement the Work Programs of committees and subcommittees (when applicable);
- 4.2.6 To oversee the implementation of agreements and instructions of the General Assembly.

**4.3** The NAC/EC shall:

- 4.3.1 Report to each i-NAF General Assembly;
- 4.3.2 Meet in private sessions unless the Chair or a simple majority of its members convene an open meeting for designated participants and/or observers;
- 4.3.3 Meet normally at least twice a year, and exceptionally as is requested by the Chair or the majority of members, to conduct the affairs of i-NAF;
- 4.3.4 Meetings of the Natural Accreditation (Executive) Committee shall be called by the Chair of i-NAF or, if not available, the i-NAF Secretariat;
- 4.3.5 The quorum will be legal with the presence of the majority of members and the Chair as set by the bylaws;
- 4.3.6 Make decisions by consensus, and if that is not possible, with the vote of a simple majority
- 4.3.7 Record all decisions as resolutions and distribute them, through the Secretariat at most two weeks after each meeting;
- 4.3.8 Distribute, through the Secretariat, working documents for meetings at least two weeks before each meeting.

**4.4** Each committee shall have one vote within the Natural Accreditation (Executive) Committee, which the vote of its Chair together with any attending member of it.

**4.5** All resolutions adopted by the Natural Accreditation (Executive) Committee need to be ratified by the General Assembly.