



**TERMS OF REFERENCE
ARRANGEMENT COMMITTEE**

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FURTHER INFORMATION

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1. INTRODUCTION

1.1 Purpose

1.2.1 The Arrangement Committee is defined in the Constitution (Global ACI-GOV-001) as the Committee comprised of delegates from Full Members of Global ACI appointed in accordance with the documented procedures of the Committee to make decisions on peer evaluations, signatory status and other matters related to the operation and management of the Global ACI Arrangement.

1.2.2 This document defines the terms of reference for the Global ACI Arrangement Committee.

1.2 Scope

1.2.1 This document applies to delegates from Full Members of Global ACI that are members of the Arrangement Committee.

1.2.2 These terms of reference should be read in conjunction with Global ACI-GOV-008 *Permanent Committees and Subordinate Groups*.

2. TERMS OF REFERENCE

2.1 Responsibilities of the Arrangement Committee

2.1.1 Decisions on acceptance, withdrawal, retention or suspension of Full Members as signatories of the Global ACI Arrangement or Regional Cooperation Body Members becoming a Recognised Regional Cooperation Body of the Global ACI Arrangement.

2.1.2 Review the procedures and policies of the Arrangement peer evaluation process.

2.1.3 Ensure evaluations associated with the Global ACI Arrangement are conducted in accordance with policies and procedures approved by the Members.

2.1.4 Use all information in a confidential and professional manner.

2.1.5 Identify specific needs for developing and continually refining Global ACI documents and other documents related to the Global ACI Arrangement policies and procedures.

2.1.6 Exchange information and experiences and promote the Global ACI Arrangement.

2.1.7 The Arrangement Committee, in conjunction with the relevant Technical Committees and the Stakeholder Committee, is responsible for evaluating sectoral Conformity Assessment Schemes (CAS) in accordance with Global ACI's established procedures. The committee shall report the evaluation outcomes to relevant Global ACI Committees and the General Assembly, as applicable.

2.1.8 To receive and review the Arrangement Management Committee activity report.

2.2 Voting

2.2.1 In matters relating to signatory status of the Global ACI Arrangement or recognition of a Regional Cooperation Body Member:

2.2.1.1 Only signatories of the Global ACI Arrangement may vote, and only persons entitled to vote will have access to full peer-evaluation reports.

2.2.1.2 Global ACI Arrangement signatories who vote shall have an understanding of the following:

- objectives and purpose of the Global ACI Arrangement,
- criteria used for the evaluation,
- evaluation process, and
- Global ACI Arrangement structure.

2.2.1.3 All decisions shall be made by a 2/3 majority of a vote for which only positive and negative votes will be counted to determine the decision. Abstentions will only contribute to the quorum. Any positive votes that have attached conditions will not be counted as positive votes; they will be counted as abstentions.

2.2.1.4 Each Global ACI Arrangement signatory has one (1) vote.

2.2.1.5 Global ACI Arrangement signatories who are not present at the meeting may appoint a proxy or cast a vote by mail to the chair prior to any Global ACI Arrangement Committee meeting.

2.2.2 Decisions can be made at meetings of the Arrangement Committee or by remote ballot.

2.3 Meetings

The Arrangement Committee shall generally meet annually in conjunction with the Annual General Meeting of Global ACI. However, as needed, it may conduct its work through virtual meetings or correspondence.

2.4 Confidentiality

Members of the Arrangement Committee and any observers shall maintain all information relating to evaluations as confidential and sign the Global ACI Declaration of Confidentiality (Global ACI-FMS-005).

3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global ACI
All	1.0	Changing Global Accreditation Cooperation Incorporated to Global ACI, including updating of Global ACI contact details