



**TERMS OF REFERENCE**  
**DEVELOPMENT SUPPORT COMMITTEE**

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## **FURTHER INFORMATION**

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## TABLE OF CONTENTS

<b>1. INTRODUCTION .....</b>	<b>4</b>
1.1 Purpose .....	4
1.2 Scope .....	4
<b>2. TERMS OF REFERENCE .....</b>	<b>4</b>
2.1 Mission Statement .....	4
2.2 Responsibilities of the Development Support Committee .....	4
2.3 Meetings .....	5
<b>3. AMENDMENT TABLE.....</b>	<b>6</b>

## 1. INTRODUCTION

### 1.1 Purpose

- 1.1.1 The purpose of this document is to define the terms of reference for the Global ACI Development Support Committee.

### 1.2 Scope

- 1.2.1 This document applies to delegates of Global ACI that are members of the Development Support 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 Mission Statement

- 2.1.1 To encourage participation of all developing accreditation bodies in the activities and processes of Global ACI with the objective of becoming members of the Global ACI Mutual Recognition Arrangement (MRA).
- 2.1.2 To ensure that the needs of developing accreditation bodies are addressed by Global ACI in a manner that satisfies members of Global ACI.
- 2.1.3 To actively seek to fulfil the above in the interests of industry, commerce and Global ACI.
- 2.1.4 To seek and mobilise assistance from other world bodies where such assistance will benefit developing accreditation bodies in low and middle-income economies.

### 2.2 Responsibilities of the Development Support Committee

- 2.2.1 Identify specific needs of developing accreditation bodies from developing economies and develop strategies in line with Global ACI policies and where possible use Global ACI functions to address such needs.
- 2.2.2 Develop, implement and promote mechanisms to improve the exchange of information and experience amongst developing accreditation bodies and with those of more experienced accreditation bodies, particularly where there are new standards, accreditation schemes or extensions to the MRA.
- 2.2.3 Develop strategies to promote and facilitate accreditation bodies from Developing Countries becoming members of the Global ACI MRA using, but not limited to, the following mechanisms:
- 2.2.3.1 Development of accreditation body documentation.
- 2.2.3.2 Training of assessors and peer evaluators.
- 2.2.3.3 Observation of peer evaluations of established accreditation bodies.

- 2.2.3.4 Participation in pre-evaluations.
- 2.2.3.5 Providing opportunity for management training.
- 2.2.3.6 Promoting and encouraging twinning partnerships between experienced and developing accreditation bodies for skills transfer.
- 2.2.4 Promote the adoption and the clear understanding by developing accreditation bodies of relevant Global ACI policies, procedures and guidance documents.
- 2.2.5 Develop, organise and present workshops and/or training courses in cooperation with the Global ACI Secretariat and other organisations (UNIDO, ISO, Regional organisations and other donor bodies such as PTB) related to the administration of accreditation programs.
- 2.2.6 Co-operate with UNIDO and other cooperating partners in the operation of programmes for the assistance of developing accreditation bodies.
- 2.2.7 Make recommendations to Global ACI on all issues directly related to developing accreditation bodies from developing economies.
- 2.2.8 Develop future joint projects in order to ensure the ongoing needs of developing accreditation bodies from developing economies are met. Such projects would encompass but not be limited to:
  - 2.2.8.1 Assisting with wider infrastructure development.
  - 2.2.8.2 Providing consulting on a non-commercial or commercial basis.
  - 2.2.8.3 Obtaining resources for pre-peer evaluations.
  - 2.2.8.4 Developing capacity building opportunities for personnel and infrastructure.
  - 2.2.8.5 Ensuring opportunities for recognition and acceptance.
- 2.2.9 Identify and liaise with potential sources of funding for assisting the development of conformity assessment in low and middle-income economies.
- 2.2.10 Develop strategies, taking into account applicable Global ACI funding policies, to allow for full participation by accreditation bodies in low and middle-income economies in Global ACI activities.

### **2.3 Meetings**

The Development Support 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.

### 3. AMENDMENT TABLE

Section	Previous Version	Summary Of Changes
All	-	New issue of the establishment of Global Accreditation Cooperation Incorporated
All	2.0	1. Changing Global Accreditation Cooperation Incorporated to Global ACI, including updating of Global ACI contact details