



**Minutes of the IAF Twenty Third Annual General Assembly  
Westin Bayshore Hotel, Bayshore Drive  
Vancouver, Canada  
Sunday 18 and Tuesday 20 October 2009**

**1. Welcome and Convening of Meeting.**

The IAF Chairman, Dr Thomas Facklam, welcomed delegates to the 23<sup>rd</sup> Annual General Assembly of IAF. He referred to this year's meeting of the IAF Annual Meetings being the first hosted by a non IAF member. He expressed his appreciation to the Chief Executive and Board of the Canadian Association for Laboratory Accreditation (CALA) for their kind invitation. The Chairman declared the 23<sup>rd</sup> IAF General Assembly open.

**2. Apologies**

**2.1. Notification of Proxies received**

The Chairman requested a roll call and referred to the proxies which had been received prior to the meeting. The list of proxies as read by the Secretary was accepted. (A list of attendees and apologies received is provided in Annex 1)

Members adopted the following resolution:

**IAF Resolution 2009-01** – (Agenda Item 2) **Acceptance of Apologies and Proxies** – The General Assembly received and accepted the list of apologies for non-attendance and accepted the notifications of proxies by members.

**2.2. Declaration of Quorum**

As a result of the roll call and the acceptance of apologies and proxies, the Chairman declared a quorum.

**3. Approval of Agenda**

The draft agenda was adopted without change. The Chairman indicated that there would be a small change in sequence with the ISO/TC 176 report being presented today rather than on the 20<sup>th</sup> due to Dr Croft's availability. Members adopted the following resolution:

**IAF Resolution 2009-02** – (Agenda Item 3) **Approval of the Agenda** – The General Assembly adopted the draft agenda (ref IAF-GA23\_3 Rev 1).

**4. Minutes of the Twenty Second General Assembly Meeting of IAF**

**4.1. Adoption of Minutes**

The draft minutes were approved. Members adopted the following resolution:

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**IAF Resolution 2009-03 – (Agenda Item 4) Minutes of the Twenty Second Meeting** - The General Assembly approved the draft Minutes as a true record of the Twenty Second Annual Meeting, held in Stockholm, Sweden, on 19 and 21 October, 2008 (ref IAF-AM-08-008 Rev) as amended.

#### 4.2. Matters Arising from the Minutes

The Secretary confirmed that there were no matters arising from the minutes that were not already included in the agenda for this meeting.

#### 5. Report by the Chairman

The Chairman, informed the meeting that this would be his last meeting as IAF Chairman, having served in that role for the last 7 years. While his term would finish at the conclusion of the GA on the 20<sup>th</sup>, members had been kind enough to elect him onto the IAF Board as the IAF Director representing high-income economies.

The Chairman said that one of the main areas that he had focused on during his period as IAF Chair had been the IAF-ILAC cooperation. At the Joint General Assembly (JGA) which would be held on the following day, the Chairs of both organisations would jointly submit a number of proposals on the directions for the future. It would also be proposed to change the outline of how joint activities were monitored. At the present time this was undertaken by the Joint Committee on Closer Cooperation (JCCC) which had been formed approximately eight years ago. This was only a small group made up of some representatives from each of the Executives, but it was not a decision-making body. It was now felt that it would be more appropriate to have a group which could make decisions about joint activities and in this respect it would be proposed that the JCCC be disbanded and replaced by joint meetings of the IAF and ILAC Executive Committees.

IAF now had a total of 85 members, with 58 Accreditation Body Members, 17 Association Members (10 certification/registration/inspection body associations and 7 industry/user associations), 4 Regional Groups with special recognition (being EA, IAAC, PAC and SADCA), 1 Partner Member and 5 Observer Members. He extended a welcome to those new members who would sign the MoU at the conference dinner on the Monday evening and to the new MLA signatories (refer to Resolutions 2009-06 and 2009-09).

The Chairman referred to the IAF Strategic Plan and the six Strategic Objectives which had been approved by the IAF GA at the Cancun meeting in 2006. With regard to Strategic Objective 1 to establish mechanisms for obtaining input from end-users about how well accredited certification was meeting their expectations, the User Advisory Group (UAC) was now active and a report would be given later by the committee Chairman. Strategic Objective 5 was focused on communicating what IAF was doing to continually improve the effectiveness and enhance the benefits of accredited certification. Strategic Objective 6 covered the support for the development of credible and competent accreditation in developing economies. This year it had been possible to provide funding support for a number of delegates from ABs in developing countries.

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The revisions of a number of documents which contained various governance requirements were now close to finalisation and it was expected these would be circulated for ballot within a few weeks. Similarly the revision of IAF PR 2, which covered important areas for IAF such as the formation of committees and the procedure for the preparation and approval of IAF documents, would also be circulated for ballot. The Chairman recalled that in 2006 EA had indicated they believed committee chairs should be appointed by some other means than by the IAF Board. A proposal had been requested at the time for consideration by the IAF Executive, but this had not been received. The Chairman said he understood that EA still had these concerns but he proposed that both the governance changes and the revision of IAF PR 2 be finalised and then the question of the appointment of committee chairs be considered for the next versions, as the TC and MLAC Chairs had just been appointed.

The internal audit of the MLA Committee and the MLA Management Committee (MC) Secretariat had been carried out in 2008 with nonconformances being successfully closed. Due to the recent change of MLA MC Chair and Secretary, it was proposed that the next internal audit, originally planned for January 2010, be postponed for a maximum period of six months.

To increase support for new members, it was proposed that an introductory session should take place during the period of the Annual Meetings. The CMC and the DSC would work on this jointly, together with ILAC.

The IAF Executive had proposed that there should be more support for and monitoring of MoU members to help them work toward becoming MLA signatories.

The Chairman referred to recent publications issued by IAF including six Mandatory Documents. He noted that there had been some criticism from ISO of IAF preparing documents which contained requirements additional to those of the standard, but he hoped that there was now a degree of acceptance that IAF needed more than advisory guidelines to ensure appropriate implementation.

The Chairman confirmed to members that IAF's finances were in good order. The result would be a surplus for the year due primarily to some funds not being spent. He indicated that the Treasurer would provide more details in his report

Members adopted the following resolution:

**IAF Resolution 2009-04** – (Agenda Item 5) **Report by the Chairman** - The General Assembly received with appreciation the report of the Chairman as presented.

## 6. Secretary's Report

The Secretary referred to his report (IAF GA23-6). He indicated that since the last General Assembly 6 documents had been published, 12 ballots had been held, 6 documents had been circulated for 60 day comment, plus 7 surveys had been conducted, making a total of 31 documents requesting a response or input at least every two weeks. In addition, 20 other documents had been prepared.

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### 6.1. Current membership and Member List availability

The Secretary referred to the official Member List, listing the names of Member Bodies and the authorised Member Representatives, which was available in the meeting room in accordance with the requirements of the Bylaws. He informed the meeting that this year there had been no resignations. SINCERT (Italy) had amalgamated with a number of other organisations and a new body ACCREDIA had been formed. Members adopted the following resolution –

**IAF Resolution 2009-05** – (Agenda Item 6.1) **Current Membership** - The General Assembly received the report by the Secretary on the current IAF membership as at October 2009 (ref IAF-AM-09-002 Rev1).

### 6.2. Current status of fee payments

The Secretary reported that due to non-payment of their 2008 membership fees, NAA (North Korea) had been suspended from membership on the 2<sup>nd</sup> of May 2008. Since then numerous attempts had been made to contact NAA using all possible means of communication, but unfortunately without success. The IAF Bylaws stipulated that membership shall be cancelled after fees had not been paid for 270 days. It was now approximately 420 days since NAA had been suspended and the Executive Committee had decided that their membership would now be terminated. In June this year the Canadian Electricity Association (CEA) had been suspended for non-payment of their membership fees and they had also been contacted advising of this situation. The response received from their new management had been that they were re-evaluating their international commitments. The IAF Vice Chair had offered to meet with them to try to resolve this.

### 6.3. Newly Admitted Members

The Secretary reported that since the IAF 22 General Assembly Meeting, membership applications for Accreditation Body membership had been received from the Costa Rica Accreditation Entity (ECA) and the American Association for Laboratory Accreditation (A2LA), as well as applications for Association membership from GLOBALGAP, the International Aerospace Quality Group (IAQG) and the European Organization for Quality (EOQ). The applications for membership had been circulated for ballot to all IAF members who had supported their joining IAF. Members adopted the following resolution:

**IAF Resolution 2009-06** – (Agenda Item 6.3) **New Members** - The General Assembly received the Secretary's report (ref IAF GA23\_6) on the admission to Accreditation Body membership since the 2008 Annual Meeting, of the Costa Rica Accreditation Entity (ECA) and the American Association for Laboratory Accreditation (A2LA), USA and the admission to Association membership of GLOBALGAP, the International Aerospace Quality Group (IAQG) and the European Organization for Quality (EOQ)

Note: A2LA (USA), GLOBALGAP, IAQG and the EOQ signed the IAF MoU at a ceremony during the IAF-ILAC Gala Dinner on 19 October 2009.

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**6.4. Membership Applications awaiting further information/processing**

The Secretary informed the meeting that an application received from KENAS (Kenya) had been deferred pending the finalisation of a court case with a Certification Body. Hopefully this would soon be resolved so it was anticipated that the application would be updated and a review would be carried out by the Executive to determine if it should be circulated for thirty-day ballot. An application had also been received from the International Certification Forum (ICF) of South Korea which was an association of foreign-based CBs operating in that country and not locally accredited by KAB. After reviewing this application the Executive had proposed that they seek membership of the relevant Regional Body, PAC, as it was felt they would be in a much better position to evaluate this application. It was understood that this application was still proceeding.

**6.5. Proposals for grant of Special Recognition Status**

The Secretary indicated that an application for membership had also been received from the Southern African Development Community Accreditation Service (SADCAS) which it was intended would provide accreditation for 14 African economies. At the present time they were still developing their processes and procedures and the Executive had decided that until these had been finalised and SADCAS had started its implementation phase it would be invited to accept Observer membership. This invitation had been accepted.

**6.6. Complaints received by IAF since the last General Assembly**

The complaint reported at GA 22 concerning a nonconformance which a CB believed was "noncompliant with the intent and requirements contained in ISO/IEC 17011" had been considered by a PAC Complaints Panel, the IAF Technical Committee and finally an ISO CASCO Interpretations Panel. The matter had now been resolved and an official CASCO Interpretation provided. An additional formal complaint had been received in May this year from an individual who had purchased a motor vehicle which subsequently had performed unsatisfactorily. Complaints had been submitted to the CB which had certified the manufacturer and also to the relevant AB. The complaints had been dismissed by both the CB and AB and as the complainant was not satisfied that his concerns had been sufficiently considered, he had referred the matter to IAF. As the complaint was made against an AB which was a member of a Regional Body, EA, it was now being reviewed by an EA investigations panel.

**6.7. Problems with the use of the MLA Mark**

The Secretary said that in recent months he had been receiving an increasing number of enquiries and concerns regarding the use of the IAF MLA Mark on certificates or appearing on websites. These had ranged from the incorrect use of the IAF Logo instead of the MLA Mark, to the use of the combined logo where the subscopes of accreditation shown on certificates were not recognised under the IAF MLA e.g. ISO 13485, ISO/IEC 27001 etc. This problem seemed to be occurring with properly sublicensed CBs, but when questioned they were unaware of the requirements of IAF ML 2 and the IAF MLA Mark Licensing Agreement, even though their organisation had signed this with their AB. It seemed that

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there was a need for licensed ABs to be given training and/or a reminder as to how the MLA Mark and the combined logo should be used, which in turn could be passed on to their sublicensed CBs. It was understood that the MLA Committee had referred to this matter during its meeting earlier in the week.

### **6.8 The ISO Survey of Certifications**

The Secretary referred to the request that he had circulated for the last three years for AB members to provide the contact details of the Head Offices of their accredited CBs. This information would then be forwarded to ISO which would then send each CB a copy of their survey on certifications. The same request had been circulated this year in August and unfortunately there had been 13 ABs not responding this time, an increase from last year. This meant that contact details for accredited CBs from approximately 25% of IAF Accreditation Bodies would not be included in the data submitted to ISO. The following members had not responded for the last three years: INN (Chile), KAN (Indonesia), IAS (Iran), KAS (Korea), PNAC (Pakistan), PAO (the Philippines) and RENAR (Romania); while DA (Albania), ACCREDIA/SINCERT (Italy), NA (Norway), INDECOPI (Peru), SWEDAC (Sweden) and BAO (Vietnam) had not responded for the first time.

The Chairman emphasised the need for all members to vote on ballots in order to ensure that a quorum was reached and so that projects could be properly approved and finalised and to respond to surveys to ensure that the responses reflected members' views.

## **7. Technical Committee Report**

### **7.1. Technical Committee progress**

Mr Randy Dougherty (ANAB), Chairman of the Technical Committee (TC), provided the following update to the GA:

- the IAF Board had met on the 13th of October and had appointed Mr Norbert Borzek (DGA) as the new Technical Committee Chairman. He would be supported by Sevgi Klier as the TC Secretary. Mr Dougherty expressed his appreciation to Ms Joan Brough-Kerrebyn (SCC) who had significantly contributed to the work of the TC over the last six years in her role as TC Vice Chair;
- the IAF TC co-operations were continuing with active involvement by ISO/TC 176 in the ISO 9000 Advisory Group (IAG), the Auditing Practices Group (APG) and the Accreditation Auditing Practices Group (AAPG). The IAG was continuing to focus on a positive approach as to what was right with ISO 9001;
- the IAF TC had active liaisons with ISO/CASCO Working Groups via WG 21 on ISO 17021-2, WG 29 on ISO/IEC 17065 and WG 30 on ISO/IEC 17024;
- the IAF TC also had liaisons with ISO/TC 207 and ISO/TC 207/SC 7;

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- liaisons had been established with the International Aerospace Quality Group (IAQG), the Program for the endorsement of Forest Certification Schemes (PEFC), the Global Food Safety Initiative (GFSI) and GLOBALGAP. The liaison positions for the GFSI and GLOBALGAP were currently vacant;
  - the IAF TC also had liaisons with the corresponding committees in EA, PAC and IAAC. EA had recently prepared a document on integrated and combined audits and it was hoped it might be possible to develop this into an IAF document;
  - at the TC meeting earlier in the week, the first day had received reports of co-operations from working groups and liaisons and had discussed the work program. On the second day 19 discussion papers had been reviewed, but unfortunately a workshop on assessing CBs to ISO 9001 had not taken place due to lack of time;
  - work had continued in 7 working groups i.e. ISO 17024 personnel certification, PEFC forestry programs, ITSMS, product certification, medical devices, FSMS and greenhouse gases. A new working group had been established on management system certification;
  - as a result the TC had completed the project on Expected Outcomes (Strategic Initiative 5), had terminated 4 projects i.e. improving accredited certification (transformed in new WG), need for QMS scopes, measurement traceability (assigned to APG) and the IEC-CAB IAF Joint Technical Panel (a new IAF-ILAC-IEC steering committee would be proposed at the JGA) and had initiated 3 new projects i.e. Deployment of Expected Outcomes (Strategic Initiative 6), Revision of IAF MD 5 on Audit Durations and Combined and Integrated Audits;
  - work continued on 12 projects i.e. the TC Decision Log (to be made available on the public side of the IAF website when finalized), Accreditation Assessor Competence (now with ILAC involvement), the revision of IAF GD 3 on Cross Frontier Accreditation, QMS scopes, Liaisons (Strategic Initiative 4), an application document for ISO/IEC 20000, Indicators of CB Performance, Accreditation Market Surveillance (to be an informative document), Market Feedback (requires a convener), Sanctions, Transfer of Accreditation and Maintaining Accredited Certification in Extraordinary Events (a proposed statement for dealing with the Global Financial Crisis);
  - in summary, the IAF TC workplan from the Vancouver meeting had resulted in 15 active projects, 8 active working groups, 2 active co-operations and 13 active liaisons;
  - the TC would next meeting in March 2010 in Rio de Janeiro, followed by October 2010 in Shanghai with the IAF-ILAC Annual Meetings. The location for March 2011 had not yet been decided.

Mr Bennett (IIOC), as one of the Co-Conveners of IAF MD 5, indicated that the intent of the revision was to carry out minor amendments and not make major changes. It only been published earlier this year.

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Dr Croft (ISO/TC 176) said that he would like to take the opportunity to thank Mr Dougherty on behalf of ISO/TC 176 for the productive and responsible relationship he had established between IAF and ISO and thanked him for his leadership. He also expressed his appreciation to Ms Penny Gamache, who had been very competent as the TC Secretary.

Members adopted the following resolutions:

**IAF Resolution 2009-07** – (Agenda Item 7) **Technical Committee** - The General Assembly received with appreciation the report from the Chairman of the Technical Committee (ref IAF GA 23\_7) and noted the Technical Committee Program.

## **8. MLA Committee Report**

### **8.1. MLA Committee progress**

Mr Xiao Jianhua (CNAS), the Chairman of the MLA Committee (MLAC), explained that this would be his last report on behalf of the MLAC. At the conclusion of the second session of the GA, Mr Steve Keeling (JAS-ANZ) would take over as the new Chairman.

Mr Xiao reported on progress for the following items:

- since the last GA Cgcre/INMETRO had been admitted to the MLA for product certification and EGAC for QMS as a consequence of IAF peer evaluation, and STANDARDS MALAYSIA and KAN for product certification, and RENAR for EMS as a consequence of PAC or EA MLA membership (refer to Resolution 2009-09);
- there was now a total of 44 ABs from 43 economies in the IAF MLA with 42 ABs for QMS, 38 ABs for EMS and/or 35 ABs for product certification;
- nine peer evaluations for the existing scopes of the MLA were in progress, with three fully completed, three on-site evaluations completed and the other three in progress or started;
- monitoring of Cross Frontier Accreditation was a routine activity of the MLA MC. The annual update of the IAF listing of FCL (Foreign Critical Locations) for 2008 had been completed and the report distributed to members;
- the Inspection Body MLMRA had commenced with joint peer evaluations for APLAC, EA and IAAC in progress which was a significant step;
- technical work within the TC working group for the MLA for the certification of persons was in progress;
- the MLA MC and the TC had discussed extending the scope of the IAF MLA to include subsopes for FSMS (ISO 22000) and ISMS (ISO 27001) which had been recommended to and accepted by the Executive at its meeting in June. Two resolutions for adoption were submitted to the IAF GA (refer to Resolutions 2009-10 and 2009-11);

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- the MLA Committee would like to remember the coverage of the main scopes of the existing MLA for management systems based on ISO/IEC 17021 and for product certification based on ISO/IEC Guide 65, the obligation as defined in the MoU between IAF and relevant groups for the schemes as endorsed by IAF e.g. GLOBALGAP, and the use of the IAF MLA Mark only within the scope of the MLA in accordance with relevant IAF rules e.g. IAF ML 2 and the Licence Agreement;
  - as a result of the new structure of the IAF MLA, with five levels as agreed at the 2008 GA, a Task Force would review and revise the relevant IAF MLA documents i.e. IAF PR 4, ML 1, ML 2 and ML 3. The revision of IAF ML 4 would take place later. The Executive had agreed to the revision of IAF PR 4 which would include a description of the structure of the MLA together with endorsed normative documents, as a result of specific decisions of the GA;
  - the revision of IAF PL 3 had been circulated to ballot and had been approved by IAF members in August. The final draft would be slightly amended and published at the same time as the revision of IAF PR 4;
  - a Task Force had been formed to prepare a second draft for proposed evaluation approaches;
  - the MLA MC would conduct a survey of accreditations of IAF MLAC signatories for international certification schemes and the use of the MLA Mark;
  - the JWG-A series had achieved significant progress with the revisions of IAF/ILAC A 1 and A 2. The revision of IAF/ILAC A 3 was in process;
  - the procedure for the internal audit of the MLA management process was being revised by the Procedures Subcommittee. It had been agreed by the Executive that this document would be published as a PR document;
  - a list of normative documents for peer evaluation would be issued soon by the MLA MC. It was intended that this would be a living document;
  - with regard to IAF Strategic Initiative 8 and 9, a lot of work had been undertaken on the improvement of the MLA peer evaluation process. A lot of work had been done in the past three years to reach this point and a lot of work remained to be done to fully implement the new structure of the MLA;
  - the MLA Progress Report for 2008, which was based on the annual MLA progress report from the regions to the IAF MLA, would be finalised shortly. This would be used by the CMC to prepare a paper aimed at increasing awareness of peer evaluation which it was hoped would contribute to the continual improvement of the MLA peer evaluation process;
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- the hand over to the new Chair and Secretariat of the MLA Committee/MLA MC had gone very smoothly. Xiao expressed his appreciation to Dr Gro Rodland (NA) who had retired at the beginning of October as the Vice Chair of the MLA Committee/MLA MC. He also thanked Dr Wloka (DAR) for her significant contribution as the Secretary of the MLA MC over the last seven years.

Members adopted the following resolutions:-

**IAF Resolution 2009-08** – (Agenda Item 8) **MLA Committee** - The General Assembly received with appreciation the report from the Chairman of the MLA Committee (ref IAF GA 23-8) and noted the MLA Committee program.

**IAF Resolution 2009-09** – (Agenda Item 8) **New IAF MLA Signatories** – The General Assembly noted the admission to the IAF MLA signatories, since the 2008 General Assembly, of Cgcre/INMETRO of Brazil for Product Certification and EGAC of Egypt for QMS as a consequence of IAF peer evaluation, and KAN of Indonesia (PAC) for Product Certification, STANDARDS MALAYSIA of Malaysia (PAC) for Product Certification and RENAR of Romania (EA) for EMS as a consequence of PAC or EA MLA membership.

Note: Cgcre/INMETRO, Standards Malaysia and KAN signed the IAF MLA for Product, EGAC signed the IAF MLA for QMS, and RENAR signed the IAF MLA for EMS at a ceremony during the IAF-ILAC Gala Dinner on 19 October 2009.

**IAF Resolution 2009-10** – (Agenda Item 8) **IAF MLA for Accreditation of ISMS** - The General Assembly, acting on the recommendation of the Executive Committee, resolved to extend the IAF MLA to cover the sub-scope for accreditation of Information Security Management System Certification Bodies, noting that

- the sub-scope will be a part of the main scope for Management Systems in accordance with ISO/IEC 17021 of the IAF MLA based on ISO/IEC 17011,
- the sub-scope for ISMS will be based on ISO 27001 as the requirements for certified organizations and ISO/IEC 27006 as the requirements for Certification Bodies in addition to ISO/IEC 17021, which will be added to IAF PR4, and
- the MLA Committee will develop a work plan for commencement of the MLA peer evaluations.

**IAF Resolution 2009-11** – (Agenda Item 8) **IAF MLA for Accreditation of FSMS** - The General Assembly, acting on the recommendation of the Executive Committee, resolved to extend the IAF MLA to cover the sub-scope for accreditation of Food Safety Management System Certification Bodies, noting that

- the sub-scope will be a part of the main scope for Management Systems in accordance with ISO/IEC 17021 of the IAF MLA based on ISO/IEC 17011,
- the sub-scope for FSMS will be based on ISO 22000 as the requirements for certified organizations and ISO/TS 22003 as the requirements for Certification Bodies in addition to ISO/IEC 17021, which will be added to the IAF PR4, and the Technical Committee will study the need for, and if found necessary, develop a specific IAF application document, and
- the MLA Committee will develop a work plan for commencement of the MLA

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peer evaluations upon the completion of the technical work by the Technical Committee.

**9. Report of the Development Support Committee (DSC)**

The Development Support Committee Report was presented at the JGA on the 19th of October as part of the Joint DSC Report.

**10. Report of the Communications and Marketing Committee (CMC)**

The Communications and Marketing Committee Report was presented at the JGA on the 19th of October as part of the Joint Working Group on Communications Report.

**11. Report of the User Advisory Committee (UAC)**

Mr Guenther Beer, Chairman of the User Advisory Committee, informed the GA that the first meeting of the new committee had taken place on the 17th of October 2008 during the IAF Annual Meetings in Stockholm. The second meeting was on the 26 of June 2009 in London, but unfortunately the meeting in Vancouver had been cancelled.

Mr Beer reported on the following items:

- the UAC members represented a wide spectrum of sectors and economies and covered governmental agencies, multinational industry, international retailers, medical devices and via three associations, thousands of small and medium enterprises. Members came from Brazil, China, France, Germany, Italy, the UK and the USA;
- the UAC was one of the "implementing measures" to improve customer orientation and customer value of accreditation and IAF according to IAF's Strategic Agenda;
- the terms of reference had been circulated to all IAF members and had now been confirmed by the Executive;
- the IAF Chairman and IAF Chairman Elect had given the UAC members comprehensive introductions and explanations of IAF's basic principles, structure and Strategic Agenda. These presentations had been greatly appreciated. Discussions had arisen about the need for better flexibility with audit durations and a lack of competence/experience of auditors in the relevant specific technology. A system of combined auditing had been proposed where the systematic skills of external auditors would be combined with the process/product skills of internal auditors of the organisation;

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- at the meeting in London the UAC had an intensive and constructive discussion on the IAF-ISO Joint Communiqués on expected outcomes for accredited certification to ISO 9001 and ISO 14001. The UAC had proposed modifications particularly on what cannot be expected. These proposals were accepted by IAF members and several ISO committees, with final approval being given by the IAF-ILAC-ISO Joint Working Group;
  - the UAC had reviewed the proposals of the Re-engineering Group and while generally agreeing with the principle of validation audits have been pleased that the concept had now been reduced to "management visits". The UAC had been concerned that this should not become an unjustifiable burden on companies;
  - the UAC had started to develop a new document titled "What do end users expect from accreditation, an international MLA for accreditation and from certification". This document was intended to be an input to IAF to better meet expectations of end-users. It was hoped that the document would be finalised and approved at a forthcoming UAC meeting;
  - the UAC had prepared and delivered its own input on the ISO Strategy 2010 -2015 and provided input to the planned IAF End User Survey from the user's perspective.

Mr Beer said that it had been unfortunate for the meeting to have been cancelled but it appeared that the UAC members had difficulty obtaining approval to travel to meetings as participation in this group was not really part of their main activities. The Chairman commented that it could also be affected by department or company budgets being almost completely used up at this time of year. In response to a question regarding the difficulty in members being able to travel, Mr Beer indicated that he was currently considering Web based meetings, but there was a need to install the necessary infrastructure before this could take place.

Members adopted the following resolution:–

**IAF Resolution 2009-12** – (Agenda Item 11) **User Advisory Committee** - The General Assembly received with appreciation the report (ref IAF GA 23-11) from the Chair of the User Advisory Committee (UAC) as presented.

## **12. Report by the Treasurer**

### **12.1. Independent Auditor's Report**

The Treasurer, Mr Kevin Breitzman (ANAB), introduced the audited financial statement for the IAF Year 2008 Accounts. He informed the meeting that the independent auditors, Clifton Gunderson LLP, had been retained for the third year and they had noted a significant improvement in internal controls. Members adopted the following resolution:

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**IAF Resolution 2009-13** – (Agenda Item 12.1) **Treasurer’s Report on the Financial Operations of IAF in 2008** - The General Assembly received with appreciation the report by the Treasurer on the Financial Affairs of IAF and the Report of the Financial Auditor on the Financial Operations of IAF, December 31, 2008 as presented.

## **12.2. Financial Oversight Committee Report**

Mr Vagn Andersen (DANAK), the Chairman of the Financial Oversight Committee (FOC), informed members that the FOC was happy that the procedures had improved a lot. The 2008 result had been improved by US \$72,000 when compared to the budget, but the main reason for this improvement had been the reduced spending on activities and projects approved by the IAF GA. The FOC had recommended the IAF General Assembly recommend to the IAF Management, when preparing the budget, only to include activities and projects in the budget which will be completed during the financial year coming, and to present to the IAF General Assembly supporting the draft budget a specification of the activities and projects included. The FOC had also recommended that the IAF General Assembly recommend that the IAF Board, as part of the financial reporting to the GA, include information on the risk related in its investment policy. The Chairman said that the Board had reviewed the risk of its investments at its last annual meeting and had agreed that this was very low and aligned with the policy. He referred to a proposal from the Executive Committee to reduce the amount in the investment account to be lower than the level automatically insured by the government. The Treasurer indicated that this could not be reduced below US \$150,000 and the Chairman proposed that this amount be retained together with sufficient funds to support six months of IAF activities. It was noted that the audit report had not been circulated with the documents for the meeting and the Treasurer agreed to have this placed on the conference website before the second session of the GA.

Members adopted the following resolution:

**IAF Resolution 2009-14** – (Agenda Item 12.2) **Financial Oversight Committee** - The General Assembly received with appreciation the report of the Financial Oversight Committee (ref IAF GA23\_12-2), as circulated and endorsed the recommendation that the 2008 financial accounts be accepted.

Mr Andersen informed the GA that the FOC members i.e. Mr Jeff Chen (TAF), Mr Toru Mikami (JQA) and himself would continue for a further 12 months. There was some doubt as to the term of office for FOC members and it had been proposed that the FOC take this onboard and come back to the GA with a recommendation.

## **12.3. Financial Operations in 2009 and Proposed Budget for 2009**

The Treasurer explained that the year-to-date figures showed a surplus of US \$68,342 to the end of September, with income being on an accrual basis. For the full 2009 year, the expected surplus was forecast to be US \$19,156. This was against a proposed deficit of US \$23,362 which was largely due to a number of activities not having been carried out, as referred to by the Chairman of the FOC.

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**IAF Resolution 2009-15** – (Agenda Item 12.2) **Treasurer’s Report on the Financial Operations of IAF in 2009** - The General Assembly received with appreciation the report by the Treasurer on the financial affairs of IAF for the period 1 January to 30 September 2009 as presented.

The budget for 2010 was almost “break even”, with a proposed deficit of US \$449. It was not proposed that there would be any increase in the total revenue from membership fees, which would remain at US \$310,000. This was the fifth year that there had not been any increase in IAF membership fees. In fact as the membership increased and the exchange rate against the US \$ became more favourable, many members were paying less each year. With regard to investment income, the total for the year 2008 had been US \$10,792, while for 2009 this was US \$11,750 YTD. The total investment income budgeted for 2010 would be US \$12,000. This reduction was primarily due to a significant drop in interest rates. There would be no change in the budget allocation for Administrative Support/Secretariat although it was expected that travel expenses for 2010 would be slightly higher.

For 2009 US \$5000 had been budgeted for peer evaluations and US \$4000 for an internal audit of the MLA management support, both of which had not occurred. For the Marketing Support Program, US \$12,000 had been allocated for improvements to the website, US

\$2000 for a customer satisfaction survey, US \$15,500 for promotional programs and US \$8000 for the IAF Mark. For the Promotional Programs, the funds allocated would include US \$1,500 to support for International Accreditation Day, US \$6,000 for an IAF Newsletter and US \$8000 for other promotional matters. US \$2,000 was allocated to the survey mechanism for the Customer Satisfaction Survey. For developing AB (DAB) support, it was proposed that US \$11000 be allocated for developing nations to travel to the IAF-ILAC Joint Annual Meetings and US \$14000 for DAB registration fees. No funding had been allocated to DAB peer evaluator training and observing. US \$10,000 had been allocated to cover the registration fees of liaison members and guests attending the Joint Annual Meetings and US \$2500 for annual meeting expenses. US \$11,449 had been assigned to Professional Services which included accounting and audit fees.

Members adopted the following resolution:

**IAF Resolution 2009-16** – (Agenda Item 12.3) **IAF Budget for 2010** - The General Assembly, approved the IAF Budget for 2010 as submitted by the Treasurer and directed the Secretary to send invoices for membership fees for 2010 based upon the budget amount.

### **13. International Liaison**

#### **13.1. ISO/TC 176**

The meeting noted the written report (GA23-13-1) prepared on behalf of ISO/TC 176. Dr Croft, the former ISO/TC 176-IAF liaison representative explained that Mr Paul Palmes, the current representative, had been unable to stay until the General Assembly.

## Minutes

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Dr Croft reported on the following items:

- ISO/TC 176 was still ISO's largest technical committee. It had last met in Tokyo with 218 delegates representing 39 countries;
- the ISO/TC 176 Conformity Assessment Liaison Group provided ongoing support of the credibility of ISO 9001 certifications to support ISO's reputation in this area;
- the new edition of ISO/TS 16949, the sector application for automotive manufacturers and suppliers, was published by ISO in June to reflect the changes in ISO 9001:2008;
- the Auditing Practices Group (APG) met to review its collection of guidance documents which have been updated to reflect changes as a result of the publication of ISO 9001:2008;
- ISO/TC 176 had active Arabic and Spanish translation groups as well as an Interpretations Working Group, the last having been found to be beneficial in making input to the revision of ISO 9001. All approved interpretations were posted on the public side of the ISO/TC 176 website;
- at the Tokyo meeting the SC 1 Secretariat had conducted a workshop on quality management principles and the future of ISO 9000. Work was continuing on a design specification for the revision of ISO 9000 Quality Fundamentals and Terminology;
- ISO 9001:2008 had been published in November 2008 and there had been a smooth transition in its application. A task group had been formed to study the future directions that could be taken by SC 2 in developing future editions of ISO 9001. This was not the start of a new revision, but was looking at concepts and topics for the future such as the inclusion of risk management;
- work was underway on the update of the popular ISO Handbook "ISO 9001:2008 for Small Businesses which was expected would be published later in the year;
- the revision of ISO 9004, now titled "Managing for the sustained success of an organization - a quality management approach", was now nearing completion and would be published shortly;
- Dr John Davies, was retiring as the Chairman of SC 2, a position he had held since 1986. During this period he had overseen the publication of every edition of ISO 9001. BSI would be nominating his successor;
- the new edition of ISO 19011 was being developed and would cover management systems audits for environment, food safety, supply chains, IT security and other topics. The first Committee Draft (CD) was issued in August;

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- ISO/TS 10004 "Measuring Customer Satisfaction" would be circulated for ballot later in the year and the first CD for ISO 10018 on people involvement and competence had been issued in May.

**Meeting adjourned at 12.00 PM.**

**Meeting reconvened at 8.30 AM, Tuesday, 20 October 2009.**

### **13.2. Aerospace Industry**

Mr Mike Gallagher, Director Quality Assurance for Lockheed Martin Space System provided an introduction to the International Aerospace Quality Group (IAQG) and the Industry Controlled Other Party (ICOP) Process.

Mr Gallagher highlighted the following points:

- the IAQG global team covered three sectors i.e. AAQG for the Americas, the EAQG for Europe and the APAQG for Asia and the Pacific;
- there was a total of 64 member companies and the Council and General Assembly Forums met twice a year;
- the IAQG Strategic Goal covered Lifecycle on-Time, On-Quality Delivery and Continual Improvements through People, Processes and Tools;
- the five-year vision was for product and services quality and delivery to have improved 20 percent per year throughout the product lifecycle. The IAQG was concerned with the consistency of the supply chain and had prepared the "Supply Chain Management Handbook maturity level 3 or better" which was freely available from their website;
- there was a need to ensure that the IAQG Quality Management System certification program was robust, recognised and valued. The goal was to have 90 percent of the supply chain certified to IAQG Quality Management System Standards;
- ICOP was a process for the certification of an organisation's Aerospace Quality Management System (AQMS) and was a risk based system. The scheme was based on the use of identical or equivalent international, sector and national Standards based on AS 9104 (soon to be AS 9104-1), an industry oversight system to ensure requirements are fulfilled based on AS 9104-2, auditors being authenticated against requirements based on AS 9104-3, with all information being collected in the Online Aerospace Supplier Information System (OASIS) database;
- ICOP was a cost-effective method of supplier approval and surveillance, it was standardised and continual improvement driven, and it was endorsed and supported by government and regulatory agencies;

- 
- benefits included a reduction of duplicate auditing costs for original equipment manufacturers and suppliers, sharing of the practices and techniques and improvement of product quality, availability of the OASIS database with publicly accessible supplier certification data and the validation and promotion of best practices.

### **13.3. Food industry – GLOBALG.A.P.**

Mr Andras Feteke informed the meeting that this was the first opportunity that GLOBALGAP had to attend the IAF GA since becoming members earlier in the year. He provided an update covering the following points:

- GLOBALGAP was a private sector body that set voluntary standards for the certification of agricultural products around the globe;
- an explanation of the governance structure, retail members, supplier members and dissociate members;
- there were more than 94,000 certified producers in more than 90 countries. The program was supported by 24 national technical working groups which dealt with local translations and national interpretations of good practice guidelines;
- the adoption of good practice standards and benchmarking schemes had helped the reduction of costs;
- this year GLOBALGAP had held five conferences around the world during which the opportunity was taken to hold roundtable consultations;
- GLOBALGAP appreciated the international cooperation it had with IAF, GFSI, the World Wildlife Fund and the Global Aquaculture Alliance;
- the aim of the Integrity Program was to guarantee the value of GLOBALGAP certificates, ensure the reliability of the system and guarantee consistent implementation, ensure continuous improvement of the system, obtain first-hand feedback and follow-up complaints, rumours and investigate fraud;
- with regard to GLOBALGAP's relationship with Accreditation Bodies, the GLOBALGAP system was based on ISO Guide 65, individual MoUs with each AB and the ABs being IAF MLA signatories for product certification;
- all reports were available to the ABs, the ABs were invited to each assessment and ABs could ask for training on the GLOBALGAP process.

Members adopted the following resolution:

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**IAF Resolution 2009-17** – (Agenda Item 13) **Liaison Reports to IAF** – The General Assembly received with appreciation the liaison reports and presentations from ISO/TC 176 (ref IAF GA23\_13-1), IAQG (ref IAF GA23\_13-2), GFSI (ref IAF GA23\_13-3) and GLOBALGAP.

#### **13.4. Accreditation in other Industry Sectors**

No further reports on accreditation in other industry sectors were presented to the General Assembly.

#### **14. Election of Directors**

##### **14.1. Election of Chairman of IAF**

The Secretary informed the meeting that the second 3 year term of office of the IAF Chairman, Dr Thomas Facklam (DAR), had concluded at this General Assembly. In accordance with the IAF Bylaws nominations had been sought for the position of IAF Chair, with the nomination of Mr Randy Dougherty (ANAB) being the only one received. Members expressed their support for this nomination and Mr Dougherty was elected unopposed as Chairman of IAF for a first 3 year term.

##### **14.2. Election of Vice Chair of IAF**

The Secretary explained to the meeting that the additional 1 year term of office of the IAF Vice Chair, Ms Elva Nilsen (SCC), had concluded at this General Assembly. Nominations had been sought for the position of IAF Vice Chair and two nominations had been received.. In accordance with the IAF Bylaws an election of all IAF members had been held and Mr Xiao Jianhua (CNAS) had been the successful candidate. The GA expressed its support for this nomination and Mr Xiao was elected as Vice Chair of IAF for a first 3 year term.

##### **14.3. Election of Director representing Accreditation Body Members from high income economies**

The Secretary said that the term of office of Dr Lorenzo Thione (SINCERT/ACCREDIA), as Director representing Accreditation Body Members from developed countries, had also concluded at this General Assembly. Unfortunately Dr Thione was no longer able to represent an Accreditation Body and so nominations for this position had been called for. Two nominations had been received and in accordance with the IAF Bylaws, an election amongst the AB Members from high income economies had been held. Dr Thomas Facklam (DAR) had been the successful candidate. Dr Facklam was elected as Director representing high income economy Accreditation Body Members for a first 3 year term.

Members adopted the following resolution:

**IAF Resolution 2009-18** – (Agenda Item 14) **Election of Directors** - The General Assembly congratulated the following Directors on their election:

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Mr Randy Dougherty (ANAB) elected unopposed as IAF Chairman, for a three year term ending at the 2012 General Assembly Meeting.

Mr Xiao Jianhua (CNAS) elected as Vice Chair for a three year term ending at the 2012 General Assembly Meeting.

Dr Thomas Facklam (DAR) elected as Director representing Accreditation Body Members located in a high income economy, as designated by the World Bank, for a three year term ending at the 2012 General Assembly Meeting.

Notes:

1. Dr Girdhar Gyani (NABCB) will complete his second term as Director representing Accreditation Body Members located in a low and medium income economy, as designated by the World Bank, at the 2010 General Assembly Meeting.
2. Mr Guenther Beer (BDI) will complete his second term as Director representing Industry and User Association Members, at the 2011 General Assembly Meeting.
3. Mr Roger Bennett (IIOC) will complete his first term as Director representing Conformity Assessment Body Association Members, at the 2011 General Assembly Meeting.

## **15. Other Business**

The Chairman asked Mr Dougherty and Mr Xiao to come forward and accept certificates of recognition and appreciation for the excellent job they had each done in their respective roles. Mr Xiao had chaired the MLA Committee and MLA Management Committee for the last 7 years, while Mr Dougherty had chaired the technical Committee for 5 years. Both had made an enormous contribution to the progress of IAF and international accreditation.

Mr Dougherty, on behalf of the IAF membership, paid tribute to the significant leadership that Dr Facklam and Ms Nilsen had provided to IAF as IAF Chairman and IAF Vice Chair, respectively. In the last 7 years the number of IAF AB Members had increased from 39 to 58, and Association Body membership from 10 to 17. In overall terms there had been a 60 percent increase in membership. During this period the MLA for EMS and product certification had been established and since then 38 ABs had become signatories to the EMS MLA and 35 signatories to the product certification MLA. Relationships had been established with IEC, GLOBALGAP and GFSI while strong links had been established with ILAC, ISO and UNIDO. Mr Dougherty and Mr Xiao presented the Chairman and the Vice Chair with certificates of recognition and appreciation as well as thank you gifts. The Chairman thanked all members for their support over the years and indicated that no matter what structure was in place, it was the people who made an organisation successful.

## **16. Review of Resolutions**

### **16.1. Confirmation of the text of the Resolutions**

The draft Resolutions were reviewed by the meeting. No changes were made to the draft Resolutions which were approved.

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Secretarial Note: The resolutions recorded in these minutes are the final approved Resolutions.

## **16.2. Confirmation of the JGA Resolutions**

The Chairman reminded Members that it was necessary for resolutions adopted by the IAF-ILAC Joint General Assemblies to be endorsed by the respective IAF and ILAC General Assemblies in order to make them legally binding.

Members adopted the following resolution:

**IAF Resolution 2009-19** – (Agenda Item 16) **Confirmation of the JGA 9 Resolutions** - The General Assembly confirmed the Resolutions adopted by IAF and ILAC at the 9th IAF-ILAC Joint General Assembly as listed in Annex 2 to this document.

## **17. Annual Meetings**

### **17.1. 2009 Annual Meetings, Vancouver, Canada**

On behalf of IAF, the Chairman thanked Mr Brimley, CEO of CALA for the excellent arrangements and smooth operation which had resulted in a very enjoyable meeting. The Chairman said that all delegates had appreciated the generous hospitality and friendly support provided by the CALA staff. Members adopted the following resolution:

**IAF Resolution 2009-20** – (Agenda Item 17) **2009 Annual Meetings** – The General Assembly expressed its appreciation for the generous hospitality and excellent arrangements provided by CALA (Canadian Association for Laboratory Accreditation Inc.) as the host of the IAF Twenty Third Annual Meetings, held in October 2009, in Vancouver, Canada.

### **17.2. 2010 Annual Meetings**

The Chairman referred to the decision to accept the invitation from CNAS to host the joint IAF-ILAC Annual Meetings in 2010.

Members adopted the following resolution –

**IAF Resolution 2009-21** – (Agenda Item 17.1) **Invitation for the 2010 Annual Meetings** - The General Assembly accepted with appreciation the invitation by CNAS (China National Accreditation Service for Conformity Assessment) to host the 2010 Annual Meetings in Shanghai, China, from 20 to 29 October 2010, in association with the ILAC General Assembly.

### **17.3. 2011 Annual Meetings**

Members noted that the 2011 joint IAF-ILAC Annual Meetings would be held in Bangkok, Thailand at a date to be advised. The members adopted the following resolution –

**IAF Resolution 2009-22** – (Agenda Item 17.2) **Invitation for the 2011 Annual Meetings** - The General Assembly accepted with appreciation the invitation by NAC to host the 2011 Annual Meetings in Bangkok, Thailand, from 2 to 11 November 2011, in association with the ILAC General Assembly.

#### **17.4. 2012 Annual Meetings**

Members noted that the 2012 joint IAF-ILAC Annual Meetings will be held in Rio de Janeiro Rio, Brazil at a date to be advised. The members adopted the following resolution –

**IAF Resolution 2009-23** – (Agenda Item 17.3) **Invitation for the 2012 Annual Meetings** - The General Assembly accepted with appreciation the invitation by Cgcre/INMETRO to host the 2012 Annual Meetings in Rio de Janeiro, Brazil, in association with the ILAC General Assembly.

#### **17.5. Proposals for Future Annual Meetings**

The Chairman indicated that he would welcome invitations for future joint IAF-ILAC Annual Meetings.

#### **18. Close**

The Chairman thanked all delegates for their participation in the meetings over the last week. The following year would be one of great expectations and he looked forward to meeting with everyone in Shanghai.

The Chairman wished all delegates a safe journey home and closed the meeting.

End of minutes of IAF GA 23 – October 2009

Annex 1

IAF 23 General Assembly Meeting – Vancouver October 2009

List of Participants

<b>Name</b>	<b>Organisation</b>
Beatriz Garcia	OAA (Argentina)
Ignacio Guerreiro	OAA (Argentina)
Steve Keeling	JAS-ANZ (Australia)
Kylie Sheehan	JAS-ANZ (Australia)
Norbert Mueller	BMWA (Austria)
Nicole Vanlaethem	BELAC (Belgium)
1Sandra Saraiva	INMETRO (Brazil)
Joan Brough-Kerrebyn	SCC (Canada)
Stephen Cross	SCC (Canada)
David Dulmage	SCC (Canada)
Elva Nilsen	SCC (Canada) and IAF Vice Chairman
Anneke Olvera	SCC (Canada)
Dong Qiao	CCAI (China)
Yang Fei	CNAS (China)
Xiao Jianhua	CNAS (China)
KeXian Ma	CNAS (China)
Jing Wu	CNAS (China)
Maritza Madriz	ECA (Costa Rica)
Igor Tylecek	CAI (Czech Republic)
Vagn Andersen	DANAK (Denmark)
Jasper Hoy	DANAK (Denmark)
Mahmoud Eltayeb	EGAC (Egypt)
Hassan Shaarawi	EGAC (Egypt)
Leena Tikkanen	FINAS (Finland)
Daniel Pierre	COFRAC (France) and ILAC Chairman
Michael Nitsche	BMW-IAK (Germany)
Guenther Beer	BDI (Germany)
Monika Wloka	DAR/BAM (Germany)

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Name	Organisation
Thomas Facklam	DAR/DGA (Germany) and IAF Chairman
Andreas Steinhorst	DAR/DGA (Germany)
Kurt Ziegler	DAR/DAP (Germany)
Alexander Pineda	OGA (Guatemala)
Terrence Chan	HKAS (Hong Kong, China)
Tommy Fung	HKAS (Hong Kong, China)
Rosa Ring	NAT (Hungary)
Venkataram Balakrishnan	NABCB (India)
Girdhar Gyani	NABCB (India)
Sunarya	KAN (Indonesia)
Zakiyah	KAN (Indonesia)
Adrienne Duff	INAB (Ireland)
Antonio Paoletti	ACCREDIA (Italy)
Makoto Kubo	JAB (Japan)
Shinichi Iguchi	JAB (Japan)
Toru Mikami	JACB/JQA (Japan)
Osamu Morimoto	JACB/JQA (Japan)
Hajime Nakaya	JACB/JQA (Japan)
Takashi Horie	JASC (Japan)
Reem Barhoumeh	JISM (Jordan)
Ola Zawati	JISM (Jordan)
Sammy Milgo	KENAS (Kenya)
John Rukaria	KENAS (Kenya)
Jina Jang	KAB (Korea)
Hyuk-jo Jang	KAS (Korea)
Jae-Bin Song	KAS (Korea)
Gyung-Hee Yu	KAS (Korea)
Gallia Abdymomunova	KCA (Kyrgyzstan)
Nina Mukhamedshina	KCA (Kyrgyzstan)
Shaharul Sadri Alwi	Standards Malaysia (Malaysia)
Roslee Saad	Standards Malaysia (Malaysia)
Fabian Hernandez	ema (Mexico)
Veronica Garcia	ema (Mexico)

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Name	Organisation
Jan Van der Poel	RvA (Netherlands)
Hauge Torleif	NA (Norway)
Augusto Mello	INDECOPI (Peru)
Lucyna Olborska	PCA (Poland)
Eugeniusz Roguski	PCA (Poland)
Leopoldo Cortez	IPAC (Portugal)
Fanel Iacobescu	RENAR (Romania)
Cristian Nichita	RENAR (Romania)
Serik Rumangaliyir	NCA (Russia)
Kwei Fern Chang	SAC (Singapore)
Lee Fang Lim	SAC (Singapore)
Renny Yeo	SAC (Singapore)
Renata Kutkova	SNAS (Slovakia)
Josef Obernauer	SNAS (Slovakia)
Bostjan Godec	SA (Slovenia)
Christinah Leballo	SANAS (South Africa)
Ignacio Pina	ENAC (Spain)
Beatriz Rivera	ENAC (Spain)
Hans-Eric Holmqvist	SWEDAC (Sweden)
Peter Kronvall	SWEDAC (Sweden)
Hanspeter Ischi	SAS (Switzerland)
Jeff Chen	TAF (Chinese Taipei)
Pu-Hsien Li	TAF (Chinese Taipei)
Jenn-Chyi Yang	TAF (Chinese Taipei)
Ratanaporn Chuengsanguansit	NAC (Thailand)
Sunee Phuwawithaya	NAC (Thailand)
Ekanit Romyanon	NAC (Thailand)
Yannapat Uthongsap	NAC (Thailand)
Sonia Mahdoui Melki	TUNAC (Tunisia)
Dorsaf Zangar	TUNAC (Tunisia)
Amina Ahmed	DAC (United Arab Emirates)
Mohamed Saad	DAC (United Arab Emirates)
Philip Shaw	UKAS (United Kingdom)

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<b>Name</b>	<b>Organisation</b>
Paul Stennett	UKAS (United Kingdom)
Rob Miller	A2LA (USA)
Pete Unger	A2LA (USA)
Kevin Breitzmann	ANAB (USA)
Randy Dougherty	ANAB (USA)
John Kappenberger	ANAB (USA)
Ann Bowles	ANSI (USA)
Reinaldo Figuerido	ANSI (USA)
Lane Hallenbeck	ANSI (USA)
Roy Swift	ANSI (USA)
Ron Coiner	IAS (USA)
Patrick McCullen	IAS (USA)
Mike Gallagher	IAQG (USA)
Xuan Thuy Vu	BoA (Vietnam)
Ivan Savov	EFAC (Europe)
Eric Janssens	EOQ (Europe)
Andras Feteke	GLOBAGAP (World)
Roger Bennett	IIOC (World)
Alex Ezrakhovich	SAI Global (World)
Sean MacCurtain	ISO/CASCO
Nigel Croft	ISO/TC 176
Graham Talbot	EA
Victor Gandy	IAAC
Ileana Martinez	IAAC
Belinda Mort	PAC
Maureen Mutasa	SADCA
John Owen	IAF Secretary
Apologies –	
Marcos Oliveira	INMETRO (Brazil)
Jiri Ruzicka	CAI (Czech Republic)
Masahiko Kobayashi	JIPDEC (Japan)
Takeshi Nonaka	JIPDEC (Japan)
Toshio Takatori	JIPDEC (Japan)

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Insuk Nam	KAS (Korea)
Fadilah Baharin	Standards Malaysia (Malaysia)
Angela Chang	TAF (Chinese Taipei)
Rachada Isarasenarak	NAC (Thailand)
Roger Brockway	IFIA (World)
Alister Dalrymple	IQNet(World)
Masego Marobela	SADCA

**Annex 2**  
**INTERNATIONAL ACCREDITATION FORUM**  
**&**  
**INTERNATIONAL LABORATORY ACCREDITATION COOPERATION**  
**Adopted Resolutions for IAF and ILAC at the 9<sup>th</sup> IAF-ILAC Joint General Assembly**  
**19 October 2009, Vancouver, Canada**

***JGA Vancouver Resolution 1 - IEC***

The Joint General Assembly agrees that the wording provided by IEC (refer to notes 1 and 2) conforms with the intent of Joint General Assembly Sydney Resolution 7. The Joint General Assembly supports the preparation of a joint communiqué by the ILAC and IAF Executives publicising this resolution.

**Note 1: For IECEE System: Certificate of Approval of a Manufacturer's Testing Laboratory**

The above Manufacturer's Testing Laboratory facilities and staff have been assessed in accordance with the IECEE Peer Assessment Programme and found to comply with the requirements of the latest Editions of the Basic Rules IECEE 01, Rules of Procedure IECEE 02 and the applicable requirements of ISO/IEC 17025 for the testing of electrotechnical equipment and components under the IECEE System, as specified in the IECEE Operational Documents.

**Note 2: For IECQ System: Certificate of Approval of an Independent Testing Laboratory**

The organization, facilities and procedures of the Laboratory have been assessed and found to comply with all the relevant requirements for Independent Testing Laboratory organization approval, in support of the IECQ system, which is in accordance with the Basic Rules IECQ 01 and Rules of Procedure QC 001002-3 clause 2.4 of the IEC Quality Assessment System for Electronic Components (IECQ) and with the applicable requirements of ISO/IEC 17025 for the testing of electronic components under the IECQ System, as specified in the IECQ Operational Documents.

***JGA Vancouver Resolution 2 - IEC***

The Joint General Assembly notes with appreciation the presentation detailing the process and mechanisms of the new model of assessment collaboration between ILAC, IEC and IAF and agrees to commence implementation in 2010 as appropriate. The Joint General Assembly supports the preparation of a joint communiqué by ILAC, IAF and IEC, describing the proposed processes associated with the new model for distribution to the members.

***JGA Vancouver Resolution 3 - IEC***

The Joint General Assembly agrees with the formation of a single IAF/ILAC/IEC CAB steering committee in support of improved cooperation and agrees to disband the current IAF/ILAC/IEC Technical Panels.

***JGA Vancouver Resolution 4 - IEC***

The Joint General Assembly supports the development of a tripartite Memorandum of Understanding (MoU) between IAF, ILAC and IEC, which will replace the existing MoUs between ILAC and IEC and between IAF and IEC. The Joint General Assembly gives a mandate to the ILAC and IAF Executive Committees to develop the text of the MoU with IEC.

***JGA Vancouver Resolution 5 - JCCC***

The Joint General Assembly endorses the recommendations from the ILAC Executive Committee and the IAF Executive Committee for the Joint Committee for Closer Cooperation to be disbanded and replaced with joint sessions of the ILAC Executive Committee and IAF Executive Committee.

***JGA Vancouver Resolution 6 – Future Direction of IAF and ILAC***

The Joint General Assembly agrees that a ballot be conducted by the ILAC and IAF Secretaries to determine which of the options on the future structure of IAF and ILAC, as presented by the Future Directions Task Force at the Ninth Joint General Assembly, will be implemented.

***JGA Vancouver Resolution 7 - Reports from IAF and ILAC Regional Groups***

The Joint General Assembly received with appreciation the reports provided by APLAC, EA, IAAC, PAC and SADCA.

***JGA Vancouver Resolution 8 - Reports from International Organisations***

The Joint General Assembly received with appreciation the presentations and reports from the following international organizations:

- International Electrotechnical Commission (IEC)
- International Organisation for Standardization (ISO) and ISO/CASCO
- International Organisation for Legal Metrology (OIML)
- United Nations Industrial Development Organization (UNIDO)
- United Nations Framework Convention on Climate Change (UNFCCC)

End of resolutions adopted at the 9th IAF and ILAC Joint General Assembly.