

IAF Annual Meetings
Thirty-Fifth General Assembly
04 November 2021

Meeting Time: **6:00 - 10:00 am EDT (10:00 – 14:00 GMT)**

AGENDA

1. Welcome, Convening of Meeting

2. Apologies

2.1. Notification of Proxies Received

2.2. Declaration of Quorum - reached

3. Approval of Draft Agenda

The agenda had been approved.

4. Minutes of Thirty-fourth General Assembly Meeting of IAF
(Held virtually in November 2020)

4.1. Matters arising from the Minutes of the Thirty-fourth Meeting
Not Elsewhere on Agenda – no matters

There are not matters.

5. IAF Chair's Report

IAF Chair Xiao Jianhua gives a report:

There were different videoconferences of the IAF Executive Committee and the IAF Board of Directors since the last GA.

There are 117 IAF Members with 87 ABs, 24 association members and 6 regional accreditation group members

Within the IAF MLA there are 74 AB and 5 recognized regional accreditation groups

10 new or revised documents have been published, 3 have been withdrawn; current status of three documents have been given

One main topic is the merger of IAF with ILAC: a contractor had been selected; main principles and issues have been identified; further similarities and differences regarding Membership had been identified; JEC members had been interviewed; draft documents had been shared with the JEC members or comments, this includes also the voting rights.

A further main topic is the IAF CERTSearch database: there is now a proposal for further development of this database, which foresees to be mandatory. The final proposal on the amendment of the funding model and the IAF database principles will be presented in April 2022 to IAF members followed by a vote on the most desirable option.

IAF Chair gives an overview about the partnerships with different international organizations, including i. e. ISO, IEC, UNECE, OECD, WTO ... To mention is a task force of IAF-ILAC-ISO concerning the future impact on COVID-19. There were a considerable number of external meetings of these partner international organizations.

One IAF member states that it might be very interesting to know the feedback of developing economies on remote audits, but this is not available

5.1. IAF Strategic Plan Status

5.2. Status of the Establishment of a Single International Organization for Accreditation

Emanuele Riva gives details concerning the preparation of a proposal for the JEC to establish a Single International Organization for Accreditation by the IAF/ILAC steering Committee.

The new organization should be established as a member organization by starting with the members of both organization. There are different proposals related to specific membership rights. There are also proposals for the vision, mission, and values of the new organization. The goal is to register the new organisation in June 2024. An agreement should be reached step by step; all members should have the opportunity to give comments

5.3. IAF Database

Matt Gantley, UKAS gives an update.

As until nowadays the upload is voluntary for certification bodies, there are not enough data, so the DB is not reliable. This model had not worked; there it should be mandatory in the future.

IAF members welcome the DB by underlining that industry also supports it.

IAF owns the DB via IAF Database LLC, and there are two agreements, one with Conformity Assessment Bodies and the other with Quality Trade.

5.4. Quality Manager's Report

In accordance with the report, the existing Quality Management System is sufficient and adequate and is being effectively implemented to ensure compliance to current IAF criteria, procedures and requirements.

There is further a slight decrease of complaints. Impacts on the QMS are due to the change of trade conditions, the mature nature of most popular MLA Level 6 schemes and the permanent request for enlarging the scope of the MLA agreements, loss of credibility and commoditization of audits and accredited third-party certification, increased importance of private schemes, etc.

6. Financial Reporting

6.1. Financial Statement December 31st 2020

6.2. Report of Financial Oversight Committee

6.3. Proposed Budget for 2022

7. IAF Secretary's Report

Eva Nielson informs in her report, that there is a 40% increase of membership over last 10 years.

8. Response to and Future Impact of COVID-19

8.1. COVID-19 FAQ Task Force Report

A specific task force elaborated many FAQs

A new standard should include the lessons learnt during COVID, this had been communicated to ISO - <https://www.iso.org/home/standards/certification--conformity/resources-for-conformity-assessm/casco-statement-on-covid-19.html> ISO started with several NWIP and IAF members hope, that remote activities might be included.

Nevertheless, it is necessary to come back to normal as it was before the pandemic to avoid any inconsistencies.

The FAQs should be maintained. It is necessary to regulate the remote techniques; the task force should be stopped. It is not useful, if every organization doing things by its own. IAF should be in contact with ILAC and ISO to have a coordinated approach for any step forward.

Emanuele mentioned the UNIDO Remote Auditing Document that is under preparation. The focus of that document is specifically on DEVELOPING COUNTRIES, with a working title of "Remote Conformity Assessment Methodologies – challenges, opportunities and implications - A Guide for Developing Countries". UNIDO is conscious of the need to avoid overlap with the work that ISO/IAF and ILAC are doing.

All documents should be harmonized.

20 Minute Break

9. IAF Committee Reports

9.1. Technical Committee Report

Steve Keeling informs about the publication of several documents, such as on the Conformity Assessment Schemes, which had undergone an extensive discussion and several changes. One question was also to change the class of the document on which the TF not agreed.

The TF on Competence of AB Assessors and Experts review the MD 20 and its continued relevance, as ISO/IEC 17011 contains now generic competences. It is still not clear if the class of the document will change.

He also mentions the establishment of a new TF on remote auditing/assessment.

9.2. MLA Committee Report

Norman Brunner informs about the main achievements, which includes new IAF MLA main-scope, a considerable increase of IAF MLA main-scopes and a significant increase in sub-scope extensions. Further, there were joint IAF/ILAC Peer evaluations without problems

9.3. Development Support Committee Report

Experience sharing on remote assessments.

9.4. Communications and Marketing Committee Report

9.5. User Advisory Committee Report

- 9.6. Conformity Assessment Body Advisory Committee Report
- 9.7. Accreditation Body Information Exchange Group Report
- 9.8. JWG A-Series Report
- 10. Reports by Regional Accreditation Groups**

Note: Regional reports will be taken as read unless members have questions.

- 10.1. AFRAC
- 10.2. APAC
- 10.3. ARAC
- 10.4. EA
- 10.5. IAAC
- 10.6. SADCA
- 11. Confirmation of Results - Election of IAF Directors and IAF Chairs**
- 12. Process for Balloting of Draft Resolutions**
- 13. Future Annual Meetings**
 - 13.1. 2022 Joint Annual Meetings, Montreal, Canada
- 14. Other Business**
- 15. Close**