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STANDING COMMITTEE FOR QUALITY AND COMPETENCE; Terms of Reference

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1. Introduction

This document sets out the framework in which the Standing Committee for Quality and Competence shall operate.

2. Aim

The aim of the Standing Committee for Quality and Competence is to act as the strategic advisor and co-ordinator to relevant ENFSI-entities on matters of quality and competence in a broad sense.

3. Means

The aim shall be achieved through (not limitative):

- Developing policies and provide advice to the relevant ENFSI-entities (e.g. Board, Expert Working Groups, Standing Committees and Project Groups).
- Identifying quality and competence issues to be addressed and progressing these as specific projects with clearly defined objectives.
- Supporting the ENFSI Members to comply with international standards and best practice including achieving and maintaining accreditation.
- Supporting the implementation and maintenance of Competence Assessment (CA) systems.
- Stimulating and/or organising meetings (e.g. OOS's and specialised workshops) on quality and competence topics.
- Maintaining web-based pages on QA and CA topics (e.g. relevant guidelines, forthcoming events, etc.).
- Keeping an overview on the ENFSI member's accreditation status.
- Supporting the EAFS Triennial Meetings' organisers and other open activities in the area of quality and competence.

4. Operation

The Standing Committee for Quality and Competence shall:

- Meet at least once a year.
- Make an annual plan of activities to be presented at ENFSI's annual meeting.
- Establish and maintain a Quality and Competence Liaison Group (QCLG) of representatives from the ENFSI laboratories as well as the Expert Working Groups.
- Liaise and meet with the QCLG.
- Liaise and co-operate with the (other) ENFSI Standing Committees as well as with the Expert Working Groups.
- Contribute to the (triennial) ENFSI Strategic Plan
- Report annually according to the Framework for Planning & Reporting (BRD-FWK-009)
- Distribute the meetings minutes from the Standing Committee and other relevant information to the ENFSI Board, the QCLG-members and other relevant ENFSI-entities. The minutes are also published on the ENFSI website (restricted pages).

5. Composition

- The Standing Committee for Quality and Competence shall consist of a Chairman, an ENFSI Board representative and 4 - 6 individuals from the ENFSI member-laboratories.
- The Board appoints the Chairperson and the members for a period of three years, the Board representative for a period of one year.
- The Board shall make the appointments so that there is a balance between continuity and renewal.
- Each member could be accompanied by an interpreter.
- The Standing Committee for Quality and Competence may invite other persons to take part in the Committee activities; these persons do not have voting rights.

6. Contacts and Representation

- The Chairperson, or his/her nominated substitute, shall be invited to attend the ENFSI Business Meetings to take part in discussions within the area of the Standing Committee.
- The Standing Committee for Quality and Competence shall liaise and co-operate with relevant partners from outside the ENFSI community.
- The Standing Committee for Quality and Competence shall be the official ENFSI representative for forensic quality issues with international organisations for accreditation, certification and calibration like EA, ILAC and BIPM.

7. Accountability

The Standing Committee for Quality and Competence shall be accountable to the ENFSI Board.

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