



VRA®
CERTIFICATION

UK Vehicle Recycler Certification Scheme

TECHNICAL ADVISORY COMMITTEE

Terms of Reference

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VRA CERTIFICATION LTD

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CONTENTS

1	INTRODUCTION	3
2	PURPOSE	3
3	MEMBERSHIP	4
4	CONFIDENTIALITY	4
5	CHAIR & VICE-CHAIR	5
6	MEETINGS	5
7	QUORUM	6
8	VOTING	6
9	REVIEW	6

1 INTRODUCTION

1.1.1 This document sets out the Terms of Reference for the Technical Advisory Committee (the Committee) in respect of the VRAC Vehicle Recycler Certification Scheme.

2 PURPOSE

2.1.1 The Technical Advisory Committee shall oversee the governance of the Vehicle Recycler Certification Scheme in order to:

- Ensure that the scheme operates impartially and fairly;
- Ensure that the scheme operates effectively in accordance with the scheme rules;
- Review the scheme rules periodically: as a minimum annually, or more frequently as and when deemed appropriate;
- Provide suggestions to the Vehicle Recyclers' Association on amendments/improvements to the standard;
- Review any technical, legal or policy developments that may affect the principles and/or operation of the certification scheme;
- Review any complaints and/or appeals by a vehicle recycler that a certification body has been unable to resolve to the satisfaction of both parties;
- Review any complaints or suggestions for improvement by a certification body; and
- Oversee further development of the certification scheme.

3 MEMBERSHIP

3.1.1 The Technical Advisory Committee shall be drawn from a range of sectors relevant to vehicle recycling and the supply, marketing, sale and use of reclaimed parts. Members may include, but are not limited to:

- Motor vehicle insurance company/companies;
- Bodyshop garage representatives;
- Online selling platform;
- Industry software providers;
- Vehicle Recyclers' Association;
- Vehicle recycler(s);
- A representative from each of the appointed Certification Bodies; and
- Government.

3.1.2 Membership shall comprise a minimum of five and a maximum of ten independent experts.

3.1.3 Membership shall be limited to one expert from a single company or group of companies.

3.1.4 Additional representatives shall be allowed to attend Committee meetings and contribute to discussions at the discretion of the Chair. Such representatives shall not be entitled to vote in accordance with Clause 8.1.1.

3.1.5 Members' names and their associated companies shall be listed on the VRAC website.

3.1.6 Members shall sign a declaration of interest form and update this annually or whenever circumstances relevant to this Committee change, whichever is the sooner.

4 CONFIDENTIALITY

4.1.1 Members shall treat all discussions and communications relating to this Committee, whether verbally, by email or other medium, as confidential.

4.1.2 Communication with external parties shall be made by VRAC following actions agreed either during Committee meetings or by email.

5 CHAIR & VICE-CHAIR

- 5.1.1 The Committee shall appoint one member to act as Chair and one member to act as Vice-Chair.
- 5.1.2 The Chair and Vice-Chair shall not include representatives of the Certification Bodies or VRAC.
- 5.1.3 The role of the Chair is to ensure that each meeting is planned effectively, conducted according to these Terms of Reference and that matters are dealt with in an orderly, efficient manner.
- 5.1.4 In the absence of the Chair, the Vice-Chair shall preside at meetings.
- 5.1.5 The term of office for both the Chair and Vice-Chair shall be two years, after which the Committee shall either reappoint the same individual(s) or appoint another member of the Committee.

6 MEETINGS

- 6.1.1 The Committee shall meet at least twice a year either face-to-face or online.
- 6.1.2 Documents shall be sent to members of the Committee at least one week before the scheduled meeting.
- 6.1.3 Minutes shall be taken and circulated to members of the Committee within three weeks of the meeting.
- 6.1.4 Members shall declare any interests relevant to the Committee at the start of every meeting.

7 QUORUM

7.1.1 A minimum of five members of the Committee shall form a Quorum at meetings.

8 VOTING

8.1.1 Voting shall be limited to one vote per Member. Where additional representatives from a company or group of companies have been permitted to attend a meeting, they shall not be entitled to vote.

8.1.2 Decisions shall be made by simple majority voting.

8.1.3 Members who are unable to attend a meeting may submit comments and a proxy vote to the Chair by email prior to the scheduled start of the meeting.

8.1.4 In the event of a tie, the Chair presiding over the meeting shall have the casting vote.

8.1.5 In the event of the Committee receiving a complaint about a Certification Body, representatives from the appointed Certification Bodies shall not be entitled to vote¹ on any matters relating to the complaint.

8.1.6 In the event of the Committee receiving a complaint about VRAC from a Certification Body, representatives from all of the Certification Bodies shall not be entitled to vote² on any matters relating to the complaint.

9 REVIEW

9.1.1 These Terms of Reference shall be reviewed by the Technical Advisory Committee every two years.

¹ The Certification Bodies have the option to be included in any relevant discussions at the discretion of the Chair.

² The Certification Bodies have the option to be included in any relevant discussions at the discretion of the Chair.