

Dear ILAC Full Members and Associates

The ILAC Arrangement Committee (ARC) is submitting the following documents to ILAC Full Members and Associates for a 30 day ballot:

*“ILAC-P4:Draft 2013 May - ILAC Mutual Recognition Arrangement (Arrangement): Statement Policy”, and*

*“ILAC-P5:Draft 2013 Aug - ILAC Mutual Recognition Arrangement (Arrangement)”*

In accordance with the ILAC Rules, draft versions of these documents were sent to the Membership for comment earlier this year. The comments received and subsequent responses are included in the ballot packages. In the case of ILAC P5, the changes as a result of the comment period are included in the track changes version of the document in the ballot package.

As defined in Article 7.2 of the ILAC Rules, voting will be conducted on the basis of one vote per economy, as exercised by the fully paid-up Full Members and Associates only. Where there is more than one Full Member or Associate eligible to vote in a particular economy, its vote will be exercised by a nominee elected by all eligible Full Members and Associates in that economy.

The documents are available in the Members Area of the ILAC website ([www.ilac.org](http://www.ilac.org)), under Ballots.

The two “Zip Files” each contain four documents as follows:

- ILAC Comment and Observations Template - final responses
- ILAC\_P4\_Draft\_2013 May - track changes (*ILAC\_P4\_Draft\_2013 May-numbered*)
- ILAC\_P4\_Draft\_2013 May – clean copy (*ILAC\_P4\_Draft\_2013 May-clean copy.doc*)
- ILAC Voting form (*ILACSEC-237.0.2013 (VF).doc*)
  
- ILAC Comment and Observations Template - final responses
- ILAC\_P5\_Draft\_2013 Aug - track changes (*ILAC\_P5\_Draft\_2013 Aug-numbered.doc*)
- ILAC\_P5\_Draft\_2013 Aug – clean copy (*ILAC\_P5\_Draft\_2013 Aug-clean copy.doc*)
- ILAC Voting form (*ILACSEC-238.0.2013 (VF).doc*)

Members are reminded that it is an obligation of membership to participate in ILAC Ballots. Could members please return their voting form marked with “Yes”, “No” or “Abstain”, as the latter contributes when determining the numbers for a quorum (Article 10.3 (a)).

Completed voting forms should be returned to the ILAC Secretariat, by email: [ilacvoting@nata.com.au](mailto:ilacvoting@nata.com.au), by **17 October 2013**.

Yours sincerely

Annette Dever  
ILAC Secretary

ILAC Secretariat

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