

International Society of Organoid Research
Accreditation Board (ISoOR-AB)

Committee Governance Charter

Approved by: ISoOR-AB Governing Board

Effective Date: September 10, 2025

Next Review Date: September 10, 2026

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1. Purpose

This charter establishes the structure, roles, responsibilities, and operating procedures for the committees governing the International Society of Organoid Research – Accreditation Board (ISoOR-AB).

The goal is to ensure impartial, competent, and transparent accreditation decisions.

2. Committees Overview

2.1 Governing Board

- Provides strategic oversight for ISoOR-AB's accreditation activities.
- Ensures compliance with ISO/IEC 17011 and other applicable standards.
- Appoints members to committees and approves policies.
- Reviews and approves budgets to ensure financial independence from ISoOR's commercial activities.

2.2 Accreditation Decision Committee (ADC)

- Reviews evaluation reports and makes final accreditation decisions.
- Ensures decisions are based solely on objective evidence of conformity.
- Members must be technically competent in relevant sectors.
- Decisions are made by majority vote; quorum required.

2.3 Impartiality Oversight Committee (IOC)

- Monitors impartiality risks and reviews conflict-of-interest declarations.
- Conducts annual impartiality audits.
- Has authority to recommend corrective actions to the Governing Board.

3. Committee Composition

3.1 Governing Board

- Size: 5–9 members.
- Representation: Balanced mix of stakeholders (industry, government, academia, independent experts).
- Term: 3 years, renewable once.
- Chair: Elected by board members for a 2-year term.

3.2 Accreditation Decision Committee

- Size: 5–15 members, depending on technical sectors covered.
- Selection Criteria:
 - Technical competence in applicable standards.
 - No conflicts of interest in cases reviewed.
- Recusal Requirement: Members must not participate in decisions involving organizations with which they have personal or financial ties.

3.3 Impartiality Oversight Committee

- Size: Minimum 3 members.
- Independence: Majority of members must be independent from ISoOR's commercial activities.
- Expertise: Familiarity with impartiality principles, ISO/IEC 17011, and governance best practices.

4. Membership Appointment

The Governing Board appoints members to all committees. Appointments require:

- Declaration of impartiality.
- Conflict-of-interest disclosure.
- Competence assessment.

5. Decision-Making Rules

- Quorum: Minimum of 50% of voting members present.
- Voting: Simple majority for approval; Chair votes only in case of a tie.
- Recusal: Conflicted members are excluded from quorum count for that decision.

6. Meetings

- Frequency:
 - Governing Board: At least twice per year.
 - ADC: As needed based on accreditation applications.
 - IOC: At least annually, plus as needed for risk review.
- Notice: Minimum 14 days' notice for scheduled meetings.
- Format: In person, virtual, or hybrid.

7. Record-Keeping

- All meetings will have formal minutes.
- Decisions, recusals, and rationales will be recorded and archived for at least 5 years.

8. Confidentiality

- Committee members must sign a confidentiality agreement.
- Information from accreditation processes is shared only on a need-to-know basis.

9. Policy and Charter Review

- The Governing Board reviews this charter annually.
- Amendments require a two-thirds vote of the Governing Board.