

ASF-GOV-002

Standards Development Committee Terms of Reference

Document code	ASF-GOV-002
Version	V2.0
Effective date	2026-11-18
Approved by	Prof. Giorgi Pkhakadze, MD, MPH, PhD — President, Accréditation Sans Frontières
Next review	November 2031 (or earlier if triggered)
Related documents	ASF-GOV-001 Standards Development and Revision Methodology

Version History

Version	Date	Description	Approved by
V0.1	2026-10-22	Initial draft	—
V1.0	2026-11-05	Board review	ASF President and Board
V2.0	2026-11-18	Final approved	Prof. G. Pkhakadze, ASF President

1. Purpose

1.1 These Terms of Reference establish the mandate, composition, responsibilities, and operating procedures of the ASF Standards Development Committee (the Committee). The Committee is the principal governance body responsible for oversight of ASF standards development and revision activities, as defined in the ASF Standards Development and Revision Methodology (ASF-GOV-001).

2. Mandate and Authority

2.1 The Committee is established under the authority of the President of Accréditation Sans Frontières.

2.2 The Committee is responsible for ensuring that all ASF accreditation standards are developed, revised, and maintained in accordance with the ASF Standards Development and Revision Methodology (ASF-GOV-001), and that standards meet internationally recognised criteria for quality, patient safety, and evidence-informed practice.

2.3 The Committee holds final approval authority over all new and revised ASF accreditation standards prior to publication.

3. Membership

3.1 The Committee shall comprise a minimum of five members, ensuring multidisciplinary representation including:

- a) at least one clinical healthcare professional (physician, nurse, or allied health)
- b) at least one quality management or patient safety specialist
- c) at least one health systems management or governance expert
- d) at least one representative from the jurisdictions in which ASF operates

3.2 The Committee Chair is appointed by the President of ASF.

3.3 Members are appointed for a term of three years, renewable once. Appointments are made by the ASF President, with membership formally recorded.

3.4 The Committee may co-opt additional experts for specific standards development projects. Co-opted members participate in an advisory capacity and do not hold voting rights.

4. Conflict of Interest

4.1 All Committee members must declare any actual, potential, or perceived conflicts of interest before participating in any standards development or revision activity.

4.2 A conflict of interest includes but is not limited to: a direct financial interest in an organisation likely to be assessed against the standard being developed; a personal relationship with a key stakeholder; a professional role that would confer a competitive advantage from the standard's content.

4.3 Declarations of conflict of interest are recorded in writing and retained as controlled documents. Where a conflict is identified, the member concerned shall withdraw from deliberations and decisions on the affected standard.

5. Quorum

5.1 A quorum for Committee meetings is a simple majority of appointed members (i.e. more than half).

5.2 No formal decision on standards approval may be taken unless a quorum is present.

5.3 Where a quorum cannot be achieved, the meeting may proceed for discussion purposes, but no formal approval decision shall be recorded.

6. Decision-Making

6.1 The Committee shall aim to reach decisions by consensus. Where consensus cannot be achieved, a vote shall be taken and a simple majority shall be required to pass a decision.

6.2 The Chair holds a casting vote in the event of a tie.

6.3 All decisions, including dissenting opinions, are recorded in the meeting minutes.

7. Meetings

7.1 The Committee shall meet at least twice per year, or more frequently as required by the standards development schedule.

7.2 Meetings may be held in person, by videoconference, or by a combination of both.

7.3 Meeting agendas, supporting documents, and minutes are prepared and distributed by the designated document control function.

7.4 Minutes are circulated to all members within 15 working days of the meeting, approved at the following meeting, and retained as controlled records.

8. Reporting

8.1 The Committee reports to the President of Accréditation Sans Frontières.

8.2 An annual summary report on the Committee's activities, standards under development, and completed revisions is prepared by the Chair and submitted to the President.

9. Terms of Reference Review

9.1 These Terms of Reference are reviewed at intervals not exceeding three years, or earlier if significant changes occur in ASF's governance structure or standards development approach.

9.2 Amendments to these Terms of Reference require approval by the ASF President.

Approved by

Name and title	Signature	Date
Prof. Giorgi Pkhakadze, MD, MPH, PhD President, Accréditation Sans Frontières		2026-11-18

Document code: ASF-GOV-002 · Version: V2.0 · Effective: 2026-11-18 · Next review: November 2031