

**2019**

# **GUIDELINES FOR THE USE OF THE SADCA LOGO**

**SOUTHERN AFRICAN DEVELOPMENT  
COMMUNITY COOPERATION IN  
ACCREDITATION**

*This document details the guidelines for the use of the SADCA logo  
by all SADCA members.*

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The text may be translated into other languages as required. The English language version remains the definitive version.

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## 1. PURPOSE

This document details the guidelines for the correct use of the SADCA logo by all SADCA members. It also documents the conditions under which a person may represent or speak on behalf of SADCA.

## 2. DESCRIPTION OF THE SADCA LOGO

2.1 The SADCA logo is seen below:



2.2 It may be reproduced in black and white or in colour provided the approved colours are used, that is:

- A blend of orange, yellow and brown for the African continent icons;
- Black colour for the writing.

2.3 SADCA intends to protect its logo against its misuse.

## 3. AVAILABILITY OF THE SADCA LOGO

3.1 SADCA Members shall only use the official SADCA logo provided by the Secretariat in an electronic format.

3.2 SADCA Members are encouraged to make use of the SADCA logo as described in Clause 4 below and in the SADAC Corporate Identity Manual.

## 4. PERMITTED USE OF THE SADCA LOGO

4.1 A SADCA Member may state on its website and in other publicity material that it is a member of SADCA and shall state the type of membership, either Arrangement, Ordinary, Associate or Stakeholder. The SADCA logo may be used in association with this statement about the above-mentioned type of Membership.

4.2 A signatory to the SADCA Mutual Recognition Arrangement (MRA) may state on its website and in other publicity material that it is a signatory to the SADCA MRA. The SADCA MRA signatory shall state the scope the recognition within testing, calibration, certification, inspection, ISO 15189 etc. The SADCA logo may be used in association with this statement about the above-mentioned type of membership.

4.3 The SADCA logo may not be used by laboratories, inspection and certification bodies and reference material producers accredited by SADCA Members and SADCA MRA signatories.



- 4.4 The SADCA logo may be used on material used by speakers at conferences, such as PowerPoint presentations, when they are presenting papers for which the speaker is authorised by SADCA, such as at the request of the SADCA EXCO.
- 4.5 The SADCA logo may be used on material used by presenters of training courses, such as PowerPoint presentations, as long as the training course is presented as a SADCA authorised training course. The SADCA logo may be used on material for a training course with prior authorisation from the SADCA Chair.

## **5. AUTHORITY TO REPRESENT SADCA**

- 5.1. The SADCA Chair, Vice-Chair and Secretariat are authorised to represent SADCA on relevant matters.
- 5.2. The SADCA Chair may delegate his responsibilities to another person for specific tasks such as representing SADCA at international or other regional cooperation for events, conferences and other meetings.
- 5.3 The SADCA representative shall be fully briefed for the task by the SADCA Chair and/or Secretariat and shall be provided with any necessary SADCA discussion paper or report by the SADCA Secretariat.
- 5.4 A SADCA Member may not claim to present “the SADCA view” in any public forum unless having prior authorisation to do so by the SADCA Chair or Executive Committee.

## **6. MISUSE OF THE SADCA LOGO**

In case of misuse of the SADCA logo, SADCA is entitled to and will take appropriate action.

**ANNEX A: AMENDMENT RECORD**

<b>Proposed by</b>	<b>Section</b>	<b>Change</b>
Secretariat	Annex A	Inclusion of an Amendment Record
Secretariat	Page 2	Changed Secretariat contact details
Secretariat	1	Added "correct" and "or speak on behalf of"
Secretariat	2.1	Deleted the logo and added the current logo
Secretariat	3.2	Added "and in the SADCA Corporate Identity Manual"
Secretariat	5	Added new section "Authority to represent SADCA"
Secretariat	6	Added new section "Misuse of the SADCA logo"