

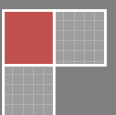
2013

SADCA EXCO TERMS OF REFERENCE

**SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document defines the rules of procedure of the SADCA Executive Committee.

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1. PURPOSE

This document constitutes the Terms of Reference of the Southern African Development Community Cooperation in Accreditation (SADCA) Executive Committee (EXCO).

2. COMPOSITION OF THE EXECUTIVE COMMITTEE

2.1 The composition of the Executive Committee shall be:

2.1.1 The SADCA Chair;

2.1.2 The SADCA Vice-Chair;

2.1.3 The SADCA Secretariat;

2.1.4 The Treasurer;

2.1.5 The MRA Committee Chair;

2.1.6 The Technical Committee Chair;

2.1.7 The MRA Council Chair;

2.1.8 One representative from each of the Membership categories established;

2.1.9 A representative of the SADC Secretariat.

2.2 The SADCA General Assembly will delegate the Executive Committee to conduct the business of SADCA between General Assemblies;

2.3 Attendance at the meetings of the Executive Committee is usually restricted to Executive Committee members only. However, observers may be admitted at the invitation of the Chair.

3. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible to the General Assembly for the effective pursuit of SADCA objectives.

The responsibilities of the Executive Committee are to:

3.1 Implement SADCA policies and manage the SADCA Committee (including its financial affairs) between meetings of the General Assembly and as directed by the General Assembly;

3.2 Ensure coherent and transparent application of SADCA's activities in the fields of laboratory, certification and inspection body accreditation or other CABs;

3.3 To negotiate and conclude cooperation agreements with bodies with similar objectives to SADCA.

3.4 To ensure proper cooperation with other relevant bodies in the field of conformity assessment;

3.5 To recommend the appointment of SADCA Committee Chairs to the General Assembly;

3.6 To endorse the appointment of SADCA Committee Members as recommended by the Committee Chairs;



- 3.7 To ensure proper coordination between SADCA Committees;
- 3.8 To initiate SADCA policy directions;
- 3.9 To recommend documents to be approved by the General Assembly as appropriate.
- 3.10 To receive and discuss reports from Committees;
- 3.11 To meet at least twice per calendar year;
- 3.12 To report to the General Assembly at least annually, and this report is to include a financial report;
- 3.13 To perform all the work leading to the assignment of the Secretariat, and recommend the offer(s) to host the Secretariat to the General Assembly for assignment;
- 3.14 To ensure that decisions of the Executive Committee are reached by consensus. All decisions of the Executive Committee are subject to ratification by the General Assembly; and
- 3.15 To suspend SADCA Memberships and recommend withdrawals to the General Assembly when there is a basis for doing so.

4. QUORUM

- 4.1 The quorum for a meeting of the SADCA EXCO is a simple majority of the Members of the EXCO.

5. TERM OF OFFICE OF THE EXECUTIVE COMMITTEE

- 5.1 The term of office of members of the Executive Committee is two years and may be re-elected twice;
- 5.2 The Chair and Vice-Chair may be re-elected, in accordance with the SADCA Bylaws;
- 5.3 Members of the Executive Committee may be re-elected;
- 5.4 The Secretariat is assigned for a period of three years and may be re-assigned.
- 5.5 Co-opted members of the EXCO are appointed for a period of one year and may be re-appointed.



ANNEX A: Document Amendment Record

Proposer	Section	Change	Approval date
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