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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:

- i) The Chair of the General Assembly;
- ii) The Vice-Chair of the General Assembly;
- iii) The Secretariat;
- iv) The Regional Coordinator
- v) The Treasurer;
- vi) All SADCA Committee Chairs;
- vii) The MRA Council Chair;
- viii) A representative of the SADC Secretariat (ex-officio);
- ix) One representative of the Arrangement Members;
- x) One representative of the Ordinary Members;
- xi) One representative of the Stakeholder Members; and
- xii) The immediate past Chair.

2.2 Observers may be admitted at the invitation of the Chair.

2.3 Arrangement and Ordinary Member representatives will participate in the activities and discussions of the Executive Committee and shall have the right to vote.

2.4 The Stakeholder member representative may participate in the discussions and activities of and present proposals to the Executive Committee but shall not have the right to vote.

2.5 The selection criteria for the Arrangement, Ordinary and Stakeholder member representatives shall be as follows:

- i) The representatives shall be nominated by the Arrangement / Ordinary / Stakeholder members, as relevant;
- ii) The representatives of the Arrangement / Ordinary / Stakeholder members, as relevant, shall be selected by a simple majority vote of the Arrangement / Ordinary / Stakeholder members.

The representatives shall be willing to represent their respective membership categories, as relevant, at all the meetings of the Executive committee;

3. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible to the General Assembly for the achievement and effective implementation SADCA objectives and day-to-day management of SADCA.

The responsibilities of the Executive Committee are to:

- 3.1 Implement SADCA policies and manage the 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 scopes of the Arrangement;
- 3.3 Seek international cooperation between SADCA and relevant international bodies for CABs.
- 3.4 Ensure proper cooperation with other relevant bodies in the field of conformity assessment; Recommend the appointment of the Council and Committee Chairs and Vice Chairs;
- 3.5 Endorse the appointment of all Committee Members as recommended by the Committee Chairs;
- 3.6 Ensure proper coordination between all Committees;
- 3.7 Initiate SADCA policy directions;
- 3.8 Receive and discuss reports from all Committees and recommend their workplans for approval by the General Assembly;
- 3.9 Meet at least once per calendar year;
- 3.10 Report to the General Assembly at least annually, and this report is to include a financial report;
- 3.11 Perform all the work leading to the election of the Secretariat, and recommend the nominations to the General Assembly for election;
- 3.12 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;
- 3.13 Suspend Ordinary, Associate and Stakeholder Memberships for conduct contrary to the best interest of SADCA; and
- 3.14 Recommend withdrawals of SADCA Ordinary, Associate and Stakeholder Members to the General Assembly.

4. MEETINGS

- 4.1 The EXCO shall meet at least once annually or when the Chair or General Assembly deems a meeting necessary.
- 4.2 EXCO decisions shall be reached by consensus. When a consensus cannot be reached, decisions shall be made by a simple majority of voting members (abstentions will not be considered)
- 4.3 The quorum is constituted when a simple majority of the EXCO Members are present.

5. TERM OF OFFICE OF THE EXECUTIVE COMMITTEE

Members of the Executive Committee are appointed for term as specified in the SADCA Bylaws.

**ANNEX A: AMENDMENT RECORD**

Proposed by	Section	Change
Secretariat	Annex A	Inclusion of an Amendment Record
Secretariat	5.1	Deleted and aligned to wording in bylaws
Secretariat	2.5	Included new section
Secretariat	2.1	Added "SADC Secretariat (ex officio)" and "Two co-opted members at the Chairs discretion to provide expertise on matters of accreditation"
Secretariat	4	Changed heading to Meetings
Secretariat	4	added clause 4.1 and 4.2
Secretariat	4.3	Added "constituted when", "EXCO" and "are present"
Secretariat	4.3	Replaced "simple majority" with "two thirds majority"
Secretariat	5.1	Deleted "the term of office of members of the Executive Committee is two years and may be re-elected twice" replaced with new paragraph
Secretariat	5.3	Added "co-opt" and "elected for a period of"
Secretariat	5.4	Replaced "assigned" with "re- elected"
Secretariat	5.5	Deleted "Co-opted members of the EXCO are appointed for a period of one year and may be re-appointed" and Replaced with new sentence.