



2017/18 SADCA EXECUTIVE COMMITTEE (EXCO) WORKPLAN

OUTCOMES	RESPONSIBLE STRUCTURE	PERFORMANCE INDICATORS/ MEASURES	ANNUAL PERFORMANCE TARGETS						
			Baseline	TARGET	2017	2018	2019	2020	2021
Strategic objective 1: Signatory status to ILAC and IAF Mutual Recognition Arrangement									
SADCA a ILAC and IAF recognised region	EXCO & SEC.	ABs peer evaluated by SADCA included in the list of ILAC and IAF MRA/MLA signatories Participate in the work of ILAC and IAF	SADCA's Peer evaluation application submitted Influence the international rules of ILAC and IAF	Signing of ILAC and IAF recognised region's certificate by Nov. 2018 Attend Midterm and GA meetings	Management Review	SADCA Secretariat internal audit Management Review	Launch the SADCA MRA (2019) ILAC and IAF Peer evaluation Application submitted to ILAC and IAF SADCA Secretariat internal audit Management Review	Successful peer ILAC and IAF peer evaluation of SADCA Secretariat, decision making process and witnessing Management Review	Successful peer ILAC and IAF peer evaluation of SADCA Secretariat, decision making process and witnessing SADCA Secretariat internal audit Management Review
<i>Technical cooperation enhance between SADCA and other regions</i>	EXCO & TC	Number of joint initiatives undertaken or agreed on	5	(Peer evaluators training & new scopes development)	1 (Peer evaluators training & new scopes development)	1 (Peer evaluators training)	1 (Peer evaluators training & new scopes development)	0	1 (Peer evaluators training & new scopes development)
STRATEGIC OBJECTIVE 2:		Mutual recognition/acceptance of conformity assessment data by African regulators							
<i>Protect the SADCA mark</i>	SEC.	SADCA mark registered on continent	None	Mark registered in all SADCA member states	Design the MRA Mark	Design the MRA Mark	Approval of the Mark by Members Tender for the	Initiate registration of the MRA mark in SADC Countries	Registered in SADC Countries



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							registration of the SADCA MRA mark			
Support initiative driving acceptance of CA data	EXCO	Influenced WTO, ILAC, IAF and other role players positions	Discussion ongoing	Global bodies publications accepting SADCs position	Provide input to trade negotiator in WTO and regional groupings and support a SADC position in the global forums	Provide input to trade negotiator in WTO and regional groupings and support a SADC position in the global forums	Provide input to trade negotiator in WTO and regional groupings and support a SADC position in the global forums	Provide input to trade negotiator in WTO and regional groupings and support a SADC position in the global forums	Provide input to trade negotiator in WTO and regional groupings and support a SADC position in the global forums	Provide input to trade negotiator in WTO and regional groupings and support a SADC position in the global forums
STRATEGIC OBJECTIVE 3: Delivering service excellence and support										
<i>Implement SADCA Membership strategy</i>	EXCO, MRA COM & M&C COM	Number of new members	Stakeholder 7 Ordinary 11 Arrangement 0	Ordinary 4 Stakeholder 5 Arrangement 3	Develop a membership strategy	Approve strategy	Implement	Implement	Evaluate strategy achievement	
<i>Service delivery charter implemented</i>	Secretariat	Customer satisfaction survey results	0	85% satisfaction by 2021	65%	80%	80%	80%	85%	
STRATEGIC OBJECTIVE 4: SADCA financially self-sustainable for its operational expenses										
<i>Collect membership fees</i>	Treasurer	Percentage cost covered by Membership fees	0	33.3%	-	-	Develop a fees formula	GA Approve SADCA fees formula	Fees covers 33.3% of SADCA's	
Secure development funding for SADCA projects	EXCO/ Treasurer	Number of projects fully funded by Donors	1	5	At least 1 new project funded (To be identified)	At least 1 new project funded - Internal Audit - SADCA MRA Mark	At least 1 new project funded (To be identified)	At least 1 new project funded (To be identified)	At least 1 new project funded (To be identified)	



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						- Membership strategy / awareness drive			
Advocate and secure funding for SADCA's operational budget deficit	EXCO	Donor funding secured to cover shortfall	Variable	100% of shortfall	100% of shortfall	100% of shortfall AFRAC, ILAC/IAF and other Technical Cooperation Meeting attendance by office bearers. Peer Evaluators costs for training.	100% of shortfall	100% of shortfall	70% of shortfall