



SADCA EXECUTIVE COMMITTEE (EXCO) 2021 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 an ILAC and IAF recognized 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) Management Review	SADCA Secretariat internal audit ILAC and IAF Peer evaluation Application submitted to ILAC and IAF for Testing, Calibration and Certification MS Management Review	Successful peer ILAC and IAF peer evaluation of SADCA Secretariat, decision making process and witnessing Management Review
<i>Technical cooperation enhances 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)	1 (Peer evaluators training & new scopes development)	1 (Peer evaluators training & new scopes development)
STRATEGIC OBJECTIVE 2:		Mutual recognition/acceptance of conformity assessment data by African regulators							
	SEC.	SADCA mark	None	Mark	Design the	Design the	-	-	Initiate



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<i>Protect the SADCA mark</i>		registered on continent		registered in all SADCA member states	MRA Mark	MRA Mark			registration of the MRA mark in SADC Countries Registered in SADC Countries
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 negotiators in WTO and regional and continental fora and support a SADC position on accreditation matters	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	Approve the strategy and Implement Ordinary 13 Stakeholder 8 Arrangement 3	Approve and Implement the strategy Ordinary 14 Stakeholder 13 Arrangement 3	Evaluate strategy achievement



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<i>Service delivery charter implemented</i>	Secretariat	Customer satisfaction survey results	0	85% satisfaction by 2021	65%	80%	80%	85% Satisfaction achievement for SADCA meetings SADCA Service Charter Developed	85% Approval of the SADCA Service Charter
<i>Develop SADCA 2022 – 2026 Strategic Plan</i>	EXCO, Secretariat	2022 – 2026 SADCA Strategic Plan in place	-	September 2021	-	-	-	Development plan in place -Strategic plan survey/questionnaire developed and approved - Consultation with stakeholders - Develop strategic plan framework	Strategic plan approved
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%	-	-	-	-	GA Approve SADCA fees formula Fees



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									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 <ul style="list-style-type: none"> - Internal Audit - SADCA MRA Mark - Membership strategy / awareness drive 	At least 1 new project funded <ul style="list-style-type: none"> -Peer Evaluators training - Representation at international meetings -Membership engagement plan -Workshop on strengthening effectiveness of NAFFPs 	At least 2 new project funded <ul style="list-style-type: none"> -Peer Evaluators training -Membership engagement plan -2022 – 2026 SADCA Strategic Plan development 	At least 2 new project funded (To be identified) -Workshop on strengthening effectiveness of NAFFPs
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	100% of shortfall -AFRAC, ILAC/IAF and other Technical Cooperation Meeting attendance by	100% of shortfall -ILAC/IAF and other Technical Cooperation Meeting attendance by office	70% of shortfall



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						costs for training.	office bearers. -Peer Evaluators costs for training.	bearers.	