

**2018**

# **SADCA TECHNICAL COMMITTEE TERMS OF REFERENCE**

**SOUTHERN AFRICAN DEVELOPMENT  
COMMUNITY COOPERATION IN  
ACCREDITATION**

*This document outlines the Terms of Reference of the SADCA  
Technical Committee.*

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### ***Further information***

For further information about this publication, contact the SADCA Secretariat at:

SADCA Secretariat  
Private Bag X23  
Sunnyside  
Pretoria  
0132  
South Africa  
Tel: +27 12 394 3149  
Email: [fikiles@sanas.co.za](mailto:fikiles@sanas.co.za)



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## 1. PURPOSE

- 1.1 The purpose of this document is to describe the SADCA Technical Committee's Terms of Reference.
- 1.2 The objective of the Technical Committee is to provide technical support for the accomplishment of SADCA activities.

## 2. FUNCTIONS

- 2.1 The scope of the SADCA Technical Committee will be to provide support for all SADCA technical activities other than the SADCA MRA committee responsibilities.
  - 2.1.1 To provide general direction and coordination to the work of the SADCA Technical Committee, Sub-committees and Working Groups.
  - 2.1.2 To approve the Terms of Reference and work programs of the Technical Committee, Sub-committees and Working Groups and ensure that these documents are consistent with SADCA guidelines and programs.
  - 2.1.3 To serve as liaison between the Executive Committee (EXCO) and the Technical sub-committees, and to inform the EXCO and General Assembly about the work performed by the SADCA Technical Committee, Sub-committees and Working Groups under its responsibility.
  - 2.1.4 To coordinate the accomplishment of SADCA objectives, including raising awareness, providing technical support and promoting SADCA in the SADC region and in liaison with other SADCA Committees.
  - 2.1.5 To keep SADCA Members informed about cross-frontier accreditation activities and documents.
  - 2.1.6 To study and interpret international and regional technical documents related to accreditation.
  - 2.1.7 To monitor regional and international activities and document generation and to propose to the EXCO actions to be taken.
  - 2.1.8 To ensure that SADCA technical criteria are based on international documents, guidelines and practices.
  - 2.1.9 To identify the need to develop SADCA documents related to the scope of the committee, coordinate their elaboration and request their issuing.
  - 2.1.10 To represent SADCA at technical committees and technical sub-committees of relevant regional and international organisations, and to propose SADCA's participation in joint working groups with other bodies.
  - 2.1.11 To keep the Secretariat informed about the Committee's activities, including resolutions and attendance registers of meetings or other activities.
  - 2.1.12 To liaise with the SADCA MRA Committee and the SADCA Marketing and Communication Committee.



### 3. COMPOSITION

- 3.1 The SADCA Technical Committee shall be composed of nominated technical representatives from the SADCA Arrangement, Ordinary, Associate and Stakeholder Members or National Accreditation Focal Point (NAFP), as well as the Chairs and Vice-Chairs of the technical sub-committees, such as the Calibration/Testing Laboratories Sub-committee, the Certification Bodies Sub-committee, the Inspection Bodies Sub-committee, and others that may be formed in the future.
- 3.2 The Technical Committee Chair and Vice-Chair are elected by the General Assembly in accordance with the SADCA Bylaws.
- 3.3 *Note: The current Bylaws do not make provision for Vice-Chair. The election will however be conducted in the same manner as the Chair of the Technical Committee in accordance with the provisions of the Bylaws.*
- 3.4 A Secretary who is also the SADCA Secretariat.
- 3.5 The TC may establish and dissolve Technical Committee, Sub-committees and Working Groups to facilitate the objectives of the Technical Committee as required.

### 4. RESPONSIBILITIES

- 4.1 The Technical Committee Chair's responsibilities are:
  - 4.1.1 To carry out these Terms of Reference;
  - 4.1.2 To Chair Technical Committee meetings;
  - 4.1.3 To report to the General Assembly and EXCO about the work of the Committee and Sub-committees;
  - 4.1.4 To ensure that the Technical Committee's decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by a simple majority of those voting (abstentions will not be considered);
  - 4.1.5 To submit to the General Assembly, for ratification, all resolutions adopted by the Technical Committee;
  - 4.1.6 To keep the Vice-Chair informed on all on-going activities and plans; and
  - 4.1.7 To support and coordinate the work of the Technical Committee, the Sub-committees and ad-hoc groups between meetings.
- 4.2 The Technical Committee Vice-Chair's responsibilities are:
  - 4.2.1 To assist the Chair in the fulfillment of his/her duties;
  - 4.2.2 To replace the Chair in his/her absence or impediment; and
  - 4.2.3 To keep in contact with the Chair, in order to be aware of on-going activities and plans.
- 4.3 The Technical Committee Secretariat's responsibilities are:
  - 4.3.1 To assist the Chair in the fulfillment of his/her duties;



- 4.3.2 To carry out the tasks that are assigned to her/him during the committee meetings;
- 4.3.3 To prepare provisional agendas for Technical Committee meetings in consultation with the Technical Committee Chair, taking into account proposals made by the members. Proposals should be sent to the Secretariat six weeks before the meeting;
- 4.3.4 To distribute the meeting papers to the Technical Committee members;
- 4.3.5 To draft meeting resolutions, workplans and minutes and distribute them to the Technical Committee members;
- 4.3.6 To monitor and follow up on meeting resolutions with the responsible parties to ensure fulfillment; and
- 4.3.7 To maintain the list of committee members.

4.4 Technical Committee members' responsibilities are:

- 4.4.1 To attend Technical Committee meetings and actively participate in ad-hoc groups when they are formed to undertake committee tasks;
- 4.4.2 To support and participate in the work of the Technical Committee's and ad-hoc groups between meetings;
- 4.4.3 To formulate initiatives to assist the accomplishment of the Committee's objectives;
- 4.4.4 To perform tasks and duties that they receive individually or as part of working groups in a timely manner;
- 4.4.5 To report to the Technical Committee on undertaken activities, within the timelines established in these Terms of Reference;
- 4.4.6 To implement the Technical Committee Work Plan and those of its sub-committees; and
- 4.4.7 To contribute to the implementation of resolutions and instructions of the General Assembly.

## 5. MEETINGS

- 5.1 The Technical Committee shall meet at least once a year or when the Chair or General Assembly deems a meeting necessary.
- 5.2 The draft agenda shall be distributed at least two weeks before the meeting by the Technical Committee Secretary, after consultation with the Technical Committee Chair.
- 5.3 Meeting documents shall be distributed at least two weeks prior to each meeting by the Technical Committee Secretary after consultation with the Technical Committee Chair.
- 5.4 Draft resolutions and work plans shall be distributed by the Technical Committee Secretary, within 2 weeks of the meeting having taken place.



5.5 Technical Committee decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by a simple majority of those voting (abstentions will not be considered).

**6. QUORUM**

6.1 A quorum is constituted when a simple majority of members is present. If not then voting will be completed electronically.

**ANNEX A: Document Amendment Record**

| <b>Proposer</b>     | <b>Section</b> | <b>Change</b>  | <b>Approval date</b> |
|---------------------|----------------|--|----------------------|
| Technical Committee | 4.3            | <ul style="list-style-type: none"><li>• Included the Technical Committee Secretariats responsibilities</li></ul>   |                      |
| Technical Committee | 5.7            | <ul style="list-style-type: none"><li>• Included a Secretary who is also the SADCA Secretariat</li></ul>   |                      |
| Technical Committee | 5.8            | <ul style="list-style-type: none"><li>• Included the TC may establish and dissolve Technical Committee Sub-Committees and Working Groups to facilitate the objectives if the Technical Committee as required</li></ul> |                      |
| Technical Committee | 2.1.1          | <ul style="list-style-type: none"><li>• Included to liaise with the SADCA MRA Committee and the SADCA Marketing and Communication Committee</li></ul>  |                      |
| Technical Committee | 6.1            | <ul style="list-style-type: none"><li>• Included Arrangement, Ordinary, Associate and Stakeholder Members</li></ul>  |                      |
|                     | 2.1.6          | <ul style="list-style-type: none"><li>• Deleted to create and dissolve ad hoc groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress</li></ul>                   |                      |
|                     |                | <ul style="list-style-type: none"><li>•</li></ul>  |                      |
|                     |                | <ul style="list-style-type: none"><li>•</li></ul>  |                      |
|                     |                | <ul style="list-style-type: none"><li>•</li></ul>  |                      |
|                     |                | <ul style="list-style-type: none"><li>•</li></ul>  |                      |