

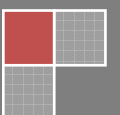
**2018**

# **SADCA MRA COMMITTEE & COUNCIL TERMS OF REFERENCE**

**SOUTHERN AFRICAN DEVELOPMENT  
COMMUNITY COOPERATION IN  
ACCREDITATION**

*This document outlines the Terms of Reference of the SADCA Mutual Recognition Arrangement Committee and Council.*

**Publication reference: A012-02**





### ***Authorship***

This document has been prepared by the SADCA MRA Committee.

### ***Classification***

This document is classified as an SADCA Administrative Publication.

### ***Authorisation***

Issue Number: 02  
Revised by: SADCA MRA Committee  
Approved by: General Assembly  
Issue and application date: 15 March 2018

### ***Official language***

The text may be translated into other languages as required. The English language version remains the definitive version.

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## 1. PURPOSE

- 1.1 This document describes the functions, composition and responsibilities of the Mutual Recognition Arrangement (MRA) Committee and MRA Council.
- 1.2 The objective of the MRA Committee is to plan and manage the implementation and maintenance of SADCA's MRAs.
- 1.3 The objective of the MRA Council is to decide on and manage membership in SADCA's MRA.

## 2. FUNCTIONS OF THE MRA COMMITTEE

The functions of the MRA Committee are:

- 2.1 To implement and maintain policies and procedures of SADCA's MRA;
- 2.2 To identify specific needs for development and continual improvement of SADCA's MRA;
- 2.3 To establish the criteria to qualify evaluators and team leaders;
- 2.4 To keep an updated register of peer evaluators for participation in SADCA's MRA peer evaluation process;
- 2.5 To plan and monitor the peer evaluation processes;
- 2.6 To manage the performance evaluation process of peer evaluators;
- 2.7 To propose and develop training activities for peer evaluators in order to harmonise the application of criteria. These may include workshops, courses or seminars;
- 2.8 To create and dissolve ad-hoc working group(s) and/or task forces as needed to discharge specific tasks in a pre-determined timeframe and monitor their progress;
- 2.9 To appoint members of working groups and task forces as needed;
- 2.10 To keep the SADCA Secretariat updated about the MRA Committee's activities, including submitting meeting minutes, attendance lists and reports on activities;
- 2.11 To liaise with MRA Committees of other regional and international MRAs;
- 2.12 To review evaluation report findings to confirm that they are correctly classified, and that the report contains all the necessary information to have full confidence that the Accreditation Body complies with the SADCA MRA Requirements;
- 2.13 To review peer evaluation final reports and make recommendations to the MRA Council on the granting, maintenance, suspension, reduction and withdrawal of Membership from SADCA MRA;
- 2.14 To make decisions on the acceptance of applications to the SADCA MRA;
- 2.15 To make decisions on the need for a pre-evaluation visit; and
- 2.16 To review changes forwarded by signatories that affect the SADCA MRA and to decide on actions to be taken.

### 3. COMPOSITION OF MRA COMMITTEE

The MRA Committee shall be composed of:

- 3.1 A Chair who is elected by the General Assembly in accordance with the SADCA Bylaws for a term of two years and may be re-elected twice.
- 3.2 A Vice-Chair who is elected by the General Assembly in accordance with the SADCA Bylaws for a term of two years and may be re-elected.
- 3.3 A Secretary who may be the SADCA Secretariat.
- 3.4 One representative of each Arrangement Member and Ordinary Member, who has a voice and a vote.
  - 3.4.1 Each Arrangement and Ordinary member representative shall submit to the MRA Committee Secretary a CV, and evidence of successful training in ISO/IEC 17011, and any other training relevant to the SADCA MRA.
  - 3.4.2 Each Arrangement member representative shall submit to the MRA Committee Secretary evidence of familiarity with the Peer Evaluation process.
- 3.5 Representatives of Associate and Stakeholder Members may participate in the MRA Committee as observers.
- 3.6 A single vote is considered for each representative of Arrangement and Ordinary Members and not for each country.
- 3.7 Decisions made by the MRA Committee shall be made by consensus. If consensus is not achieved, decisions shall be made by an affirmative vote by a simple majority of the voting MRA Committee Members.
- 3.8 Decisions may be made in meetings, or by postal ballot (facsimile, mail and electronic, etc.).
- 3.9 Invitations to other organisations to participate as observers can be made by the Chair of the MRA Committee.

### 4. FUNCTIONS OF THE MRA COUNCIL

The functions of the MRA Council are:

- 4.1 To review evaluation reports, to have full confidence that the Accreditation Body complies with the SADCA MRA Requirements;
- 4.2 To make decisions regarding the status of Membership to the SADCA MRA, including the granting, maintenance, extension, reduction, suspension and withdrawal from the MRA; and
- 4.3 To oversee the implementation of SADCA, ILAC and IAF resolutions relevant to the SADCA MRA.

## 5. COMPOSITION OF THE MRA COUNCIL

- 5.1 The Chair and Vice-Chair of the MRA Committee are also the Chair and Vice-Chair of the MRA Council.
- 5.2 The MRA Council shall have a Secretary who may be the MRA Committee Secretary.
- 5.3 The MRA Council will be comprised of one representative of each signatory to the SADCA MRA, i.e. the Arrangement members, who are familiar with the peer evaluation process.
- 5.4 Members that are not signatories to the SADCA MRA may participate in the meetings of the MRA Council as observers.
- 5.5 Representatives of the Arrangement Members have a voice and a vote.
- 5.6 A single vote is considered for each signatory and not for each country.
- 5.7 Decisions made by the MRA Council shall be made by consensus. If consensus is not achieved, decisions shall be made by an affirmative vote by a two-thirds majority of the voting MRA Council Members.
- 5.8 Decisions may be made in meetings, or by postal ballot (facsimile, mail and electronic, etc.).
- 5.9 Invitations to other organisations to participate as observers can be made by the Chair of the MRA Council.
- 5.10 Observers from SADCA's Associate and Stakeholder Members that attend MRA Council meetings may request permission from the MRA Council to receive the minutes of the MRA Council meeting that they would have observed.

## 6. RESPONSIBILITIES

- 6.1 The Chair's responsibilities are to:
  - 6.1.1 Operate according to these Terms of Reference;
  - 6.1.2 Chair meetings of the MRA Committee and Council;
  - 6.1.3 Appoint team leaders and team members for peer evaluations;
  - 6.1.4 Report to the EXCO and the General Assembly about the work being carried out by the MRA Committee and MRA Council;
  - 6.1.5 Submit to the EXCO and the General Assembly for information all the resolutions adopted by the MRA Committee and MRA Council; and
  - 6.1.6 Inform the EXCO and the General Assembly of new signatories, their scopes of recognition and other decisions related to their membership to the MRA.
- 6.2 The Vice-Chair's responsibilities are to:
  - 6.2.1 Assist the Chair in the fulfilment of his/her duties;
  - 6.2.2 Perform all functions as delegated by the Chair; and

6.2.3 Replace the Chair in his/her absence or impediment.

6.3 The MRA Secretariat's responsibilities are to:

6.3.1 Assist the Chair in the fulfilment of his/her duties;

6.3.2 Draft meeting minutes and resolutions and distribute them to the MRA Committee and MRA Council members;

6.3.3 Distribute to MRA Committee and MRA Council members the meeting papers;

6.3.4 Distribute to MRA Committee and MRA Council members the evaluation reports for their review and decision;

6.3.5 Maintain the combined peer evaluation register, in liaison with the AFRAC and ARAC secretariats, and peer evaluation reports;

6.3.6 Maintain and publish the list of MRA Signatories; and

6.3.7 Submit an annual MRA report to the IAF MLA MC and the ILAC AMC.

6.4 The MRA Committee Member's responsibilities are to:

6.4.1 Attend the MRA Committee meetings, and actively participate in its discussions;

6.4.2 Plan and develop initiatives to assist in the accomplishment of the MRA Council's goals;

6.4.3 Appoint members of working groups and task forces as needed;

6.4.4 Perform the tasks and responsibilities assigned either individually or as part of a Working Group / Task Force established to carry out the Committee's objectives;

6.4.5 Review evaluation report findings to confirm that they are correctly classified, and that the report contains the necessary information to have full confidence that the Accreditation Body complies with the SADCA MRA requirements;

6.4.6 Monitor the performance of peer evaluators;

6.4.7 Ensure smooth transition to any revised standards, policies or procedures; and

6.4.8 Make recommendations to the MRA Council.

6.5 The MRA Council Member's responsibilities are to:

6.5.1 Attend the MRA Council meetings and participate in the MRA Council discussions;

6.5.2 Review and participate in decisions on peer evaluation reports, applications for recognition, and other decisions related to signatory status;

6.5.3 Make decisions based on recommendations of the MRA Committee; and

6.5.4 Vote in MRA Council decisions.



## 7. MEETINGS

- 7.1 The MRA Council and the MRA Committee shall meet at least once a year, or when the MRA Council/Committee Chair deems a meeting necessary.
- 7.2 Draft agendas should be distributed at least three weeks before each meeting.
- 7.3 Meeting documents should be distributed at least two weeks before each meeting.
- 7.4 Draft MRA Committee and MRA Council minutes and resolutions should be distributed within two months of the meeting.
- 7.5 Evaluation reports which require the MRA Council's decision should be distributed at least two weeks before the meetings.
- 7.6 MRA Council documents are confidential and shall be treated as such. A confidentiality declaration is to be signed by MRA Council members, their alternates and observers once, and before they are given access to the evaluation reports and information.
- 7.7 A quorum for the meeting is constituted when a simple majority of MRA Committee or MRA Council members, as relevant, are present.
- 7.8 Each MRA Committee and Council Member, alternate or observer shall sign the attendance and confidentiality register at the beginning of each meeting.