



**SADCA MRA COMMITTEE WORK PLAN - 2020**

	<b>ACTIVITY</b>	<b>RESPONSIBLE PERSON</b>	<b>DEADLINE</b>	<b>BUDGET USD</b>
<b>Management of Peer Evaluations</b>				
1	Identify team members and liaise with AFRAC for a joint AFRAC/SADCA re-evaluation of SANAS, scheduled to take place in August 2021	MRA Committee Members	Dec 2020	N/A
<b>Peer Evaluators</b>				
2	Qualify at least 2 peer evaluators	MRA Committee Members	April 2020	N/A
<b>Adoption of Documents</b>				
3	100% Review all IAF and ILAC published documents and consider for adoption or adaption.	MRA Committee Chair	On-going	N/A
4	Maintain the list of IAF/ILAC adopted documents	Secretariat	On-going	N/A
<b>Participation in IAF and ILAC</b>				
5	Review SADCA's representation in the ILAC/IAF Committees (AMC, IAF/ILAC JMC, ILAC/IAF A-Series, IAF MLA Committee)	MRA Committee Chair	July 2020	N/A
6	Review representation on all IAF/ILAC projects (E.g. Restructuring, closer cooperation between regions, etc)	MRA Committee Chair	July 2020	N/A
7	Submission of customised reports to ILAC and IAF on MRA activities	MRA Committee Chair	On-going	N/A



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<b>Review of SADCA MRA</b>				
8	Align SADCA documents to amended IAF/ILAC documents and the resolutions as required	MRA Committee & Secretariat	On-going	N/A
9	Task Force to draft the criteria for the extension of MRA scopes to include Product and MS (FSMS).	Task Force members (K Morgan, P Malebe, S Mrosso, C Bheekun, and J Ndalamo)	Dec 2020	N/A
10	Review of all documents as per 2020 review schedule	All members	Dec 2020	N/A
11	Apply for ILAC/IAF recognition	Secretariat	Oct 2020	N/A
<b>Review of MRA Committee Membership</b>				
12	Update MRA Committee members list, and alternates as required	Secretariat	On-going	N/A
13	Members to provide updated CV's, proof of ISO/IEC 17011:2017 training & participate in e-learning programme	All members	June 2020	N/A
14	Train MRA Committee & Council Members on decision-making processes.	All members	Dec 2020	N/A
<b>Transition to New Standards</b>				
15	Monitor AB's transition to new standards by the transition period	Secretariat	Quarterly	N/A
<b>Service Excellence</b>				
16	Development of MRA Performance Indicators for its service delivery	MRA Committee	Dec 2020	N/A