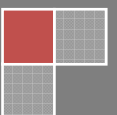


2015

**SADCA SECRETARIAT PROCEDURE
SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document describes the secretariat procedure.

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1. PURPOSE

The purpose of this document is to describe the SADCA Secretariat's responsibilities.

2. SECRETARIAT'S GENERAL RESPONSIBILITIES

The Secretariat headed by the Regional Coordinator will be responsible for:

- 2.1 Communication with SADCA Members;
- 2.2 Preparation and circulation of documents of the General Assembly, Executive Committee and MRA Committee as agreed from time to time;
- 2.3 External correspondence (in association with the Chair);
- 2.4 Management of applications and other correspondence relating to SADCA;
- 2.5 The preparation and submission of the agenda of the General Assembly and the Executive Committee meetings for approval, at least one month in advance;
- 2.6 Sending out to the corresponding members, the invitations and the documents to be discussed in the General Assembly and Executive Committee meetings;
- 2.7 Organising the meeting logistics;
- 2.8 Assisting the Chair at meetings;
- 2.9 Drafting the minutes of the General Assembly and Executive Committee meetings;
- 2.10 Distributing the minutes of the General Assembly and Executive Committee meetings for their approval;
- 2.11 Keeping the resolutions of the General Assembly and Executive Committee meetings, and assigning them a consecutive number followed by the year of approval;
- 2.12 Maintenance of the Membership directory;
- 2.13 Communicating with Members;
- 2.14 Preparing and circulating of documents for, and Minutes of, meetings of the General Assembly and the Executive Committee;
- 2.15 Periodic circulation to SADCA representatives of a list of scheduled meetings of the SADCA committees;
- 2.16 Maintenance of SADCA documents and archives;
- 2.17 Conducting the day-to-day business of SADCA, in cooperation with the Executive Committee on behalf of the General Assembly, particularly the execution of decisions taken by the General Assembly;
- 2.18 Maintenance of the SADCA website;
- 2.19 Publishing SADCA promotional material; and



2.20 Any other duties as determined by the Executive Committee from time to time.

The duties of the Secretariat concerning the meetings of the General Assembly are stated in clause 6.3 above

3. DOCUMENT CONTROL AND RECORDS MANAGEMENT

- 3.1 The SADCA Secretariat is the custodian of the SADCA Management System, and is also responsible to control all SADCA documents.
- 3.2 The lists of documents controlled by the Secretariat are listed in the SADCA Documents Master List, which is kept and maintained by the Secretariat.
- 3.3 The Secretariat is responsible for the custody, storage, protection, confidentiality and retention of all SADCA records according to the requirements set out in SADCA P012 Records Management Procedure.
- 3.4 The Secretariat shall ensure that all SADCA documents are drafted, reviewed, submitted, formatted, classified, approved, controlled and distributed in accordance with the requirements set out in SADCA P003 Document Control Procedure.

4. MEMBERSHIP

- 4.1 The Secretariat is responsible to maintain and update the SADCA membership directory, and ensure that it is uploaded on the website.

5. MUTUAL RECOGNITION ARRANGEMENT (MRA) AND PEER EVALUATOR RECORDS

- 5.1 The SADCA Mutual Recognition Arrangement (MRA) Secretary (who may also be the SADCA Secretariat) is responsible for maintaining all records pertaining to:
 - 5.1.1 SADCA Peer Evaluations;
 - 5.1.2 SADCA Peer Evaluators' selection, training, monitoring, qualification and performance;
 - 5.1.3 MRA Council meetings and decisions;
 - 5.1.4 MRA Committee meetings and decisions;
 - 5.1.5 SADCA MRA Signatories and information describing the scope of recognition of each Signatory;
 - 5.1.6 All records pertaining to the suspension and withdrawal of Signatories;
 - 5.1.7 All records pertaining to the complaints and appeals received regarding the handling of Peer Evaluations, Signatory statuses or any related matters;
 - 5.1.8 All records pertaining to extension into new scopes of recognition; and
 - 5.1.9 SADCA MRA documents, procedures and forms.
- 5.2 The MRA Secretary is to ensure that all the records mentioned in Clause 5.1 of this Procedure are maintained and kept confidential.

6. SADCA WEBSITE

- 6.1 The Secretariat is responsible for the management of the website and is responsible for assigning usernames and passwords.
- 6.2 The Secretariat is responsible for ensuring that the website is updated with the latest information.



7. QUALIFICATIONS OF THE SECRETARIAT

7.1 The qualifications for candidates for SADCA Secretariat are:

- 7.1.1 Must possess general knowledge of national or international accreditation systems of laboratories, certification bodies and/or inspection bodies;
- 7.1.2 Must possess experience in public or private organisations focused on standards, accreditation, and/or international trade, with a minimum of two years of professional experience;
- 7.1.3 Be fluent in English.

8. TERM OF OFFICE

8.1 The Secretariat is elected by the General Assembly for a period of three years and may be re-elected, as per the SADCA Bylaws.



ANNEX A: Document Amendment Record

Proposer	Section	Change	Approval date
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