RESOLUTION 1/2013
The Chair noted that sufficient members were in attendance to meet the quorum as defined in Article 6.4 of the SADCA Bylaws.

RESOLUTION 2/2013
SADCA adopted the agenda. Proposed by Mozambique and seconded by Zimbabwe.

RESOLUTION 3/2013
SADCA approved the minutes of the last Annual Meeting held on 22 March 2012 in Lilongwe, Malawi, as presented. Proposed by SADCAS and seconded by Tanzania.

RESOLUTION 4/2013
SADCA approved the Framework for the Support of Conformity Assessment Bodies (CABs) at a National Level, and requested that NAFPs circulate the document to the CABs and assist them to develop projects in their countries.

RESOLUTION 5/2013
SADCA noted the report presented by the Chair, and the significant progress made during the period under review.

RESOLUTION 6/2013
SADCA noted the availability of a Proficiency Testing database which is available on the SADCA website, and requested the Secretariat to forward the link to all SADCA Members, and urged Members to encourage their CABs to make use of it.

RESOLUTION 7/2013
SADCA resolved to pursue a Technical Cooperation Agreement with the African Accreditation Cooperation (AFRAC).

RESOLUTION 8/2013
SADCA approved the 2012/2013 SADCA Annual Report subject to amendments.

RESOLUTION 9/2013
SADCA approved that the SADCA Membership Admission Procedure (P001) be circulated by the Secretariat with a request that Members make use of the application forms contained therein to apply for Membership by 30 September 2013.
RESOLUTION 10/2013
SADCAS noted with appreciation the significant achievements made by SADCAS during the financial year 2012/2013 having accredited 16 facilities, and encouraged Member States to promote the use of SADCAS' accreditation services.

RESOLUTION 11/2013
SADCAS noted the appointment of the following new NAFPs:

- Mr Silas Makowe – 1st NAFP for Zimbabwe;
- Messrs Dismas Chapula and Moses Ngosa – interim NAFPs for Zambia;
- Ms Sybil Dlamini and Ms Phindile Dlamini – 1st and 2nd NAFPs for Swaziland, respectively.

RESOLUTION 12/2013
SADCAS approved the amendment of the Bylaws to incorporate the Technical and MRA Committee Vice-Chairs, and requested the EXCO to investigate any other inconsistencies in the Bylaws, and circulate them for electronic approval by the General Assembly.

RESOLUTION 13/2013
SADCAS approved that once the Bylaws have been amended and approved, that the Technical and MRA Committee Vice-Chair election process be conducted via email ballot.

RESOLUTION 14/2013
SADCAS requested that more NAFPs participate on the Technical and MRA Committees, as well as other SADCAS Stakeholders, and that the Secretariat re-circulates requests for more nominations.

RESOLUTION 15/2013
SADCAS approved the following documents:

A007-01 SADCAS EXCO Terms of Reference
A009-01 SADCAS EXCO 2013/14 Workplan
A010-01 SADCAS Technical Committee Terms of Reference
A011-01 SADCAS Technical Committee 2013/14 Workplan
A012-01 SADCAS MRA Committee Terms of Reference
A013-01 SADCAS MRA Committee 2013/14 Workplan
A002-01 SADCAS Quality Manual
M001-01 SADCAS Procedures for Establishing and Maintaining the SADCAS MRA Amongst Accreditation Bodies
M002-01 SADCAS Mutual Recognition Arrangement (MRA)
P009-01 SADCAS Procedure for Adopting ILAC and IAF Documents
P010-01 SADCAS Procedure for Pre-Peer Evaluation Visits
P011-01 SADCAS Procedure for the Selection, Training, Qualification and Monitoring the Performance of Peer Evaluators
F006-01 SADCAS Declaration of Confidentiality and Impartiality
F007-01 SADCAS Mutual Recognition Application Form
F008-01 SADCAS Findings, ABS responses and Evaluation Team’s Reaction
F010-01 SADCAS List of Witnessed Assessments
F012-01 SADCAS Team Performance by Evaluated Accreditation Body
F013-01 SADCAS Review of Application for a Peer Evaluator
F014-01 SADCAS Witness Report
F015-01 SADCAS Performance Log of Team Member
F016-01 SADCAS Documents Master List
F021-01 SADCAS Peer Evaluation Team Appointment and Mandate
F024-01 SADCAS Performance Log for Team Leader
F025-01 SADCAS Check Report on Application
F026-01 SADCAS Checklist for Peer Evaluation
F027-01 SADCAS Evaluation Program Template
F028-01 SADCAS Peer Evaluators CV Form
SADCA approved the list of mandatory ILAC/IAF/ISO documents for immediate use:

- ILAC/IAF A4:2004 Guidance on the application of ISO/IEC 17020
- ILAC/IAF A5:07/2012 ILAC/IAF Multi-lateral Mutual Recognition Arrangements (Arrangements) application of ISO/IEC 17011
- ISO/IEC 17011 Conformity Assessment - General requirements for accreditation bodies accrediting conformity assessment bodies
- ILAC P5 11:2011 ILAC Mutual Recognition Arrangement (Arrangement)
- ILAC P6:2003 Application for Full Member Status
- ILAC P8:12/2012 ILAC Mutual Recognition Arrangement (Arrangement): Supplementary Requirements and Guidelines for the Use of Accreditation Symbols and Claims of Accreditation Status by Accredited Laboratories
- ILAC P9:11/2010 ILAC Policy for Participation in Proficiency Testing Activities
- ILAC P10:2002 ILAC Policy on Traceability of Measurement Results
- ILAC P12:04/2009 Harmonisation of ILAC Work with the Regions
- ILAC P14:12/2010 ILAC Policy for Uncertainty in Calibration
- ILAC R6:07/2012 Structure of the ILAC Mutual Recognition Arrangement and Procedure for Expansion of the Scope of the ILAC Arrangement

RESOLUTION 16/2013
SADCA wishes to express its appreciation to PTB of Germany for their continued support during the year and looks forward to future support.

RESOLUTION 17/2013
SADCA expresses its appreciation to the South African dti for their continued support during the year for funding of the SADCA Secretariat and related activities and looks forward to their continued support.

RESOLUTION 18/2013
SADCA expresses its appreciation to IAAC for the report to the SADCA meeting on the accreditation activities in their region, and for the training support provided to the SADCA Secretariat under the Technical Cooperation Agreement signed with IAAC in 2003.

RESOLUTION 19/2013
SADCA expresses its appreciation to APLAC for the report to the SADCA meeting on the accreditation activities in their region and for continued cooperation with SADCA.

RESOLUTION 20/2013
SADCA expresses its appreciation to ILAC for the report to the SADCA meeting on the accreditation activities and for continued cooperation with SADCA.

RESOLUTION 21/2013
SADCA expresses its appreciation to IAF for the report to the SADCA meeting on the accreditation activities and for continued cooperation with SADCA.

RESOLUTION 22/2013
SADCA noted the report from the SADC Secretariat on the activities undertaken in 2012/2013.
RESOLUTION 23/2013
SADCA expresses its appreciation to the panel members who facilitated a discussion on the importance of accreditation in support of the intra-regional trade and facilitation of world trade, namely: Dr Elsie Meintjies, Senior Programme Officer: SADC Secretariat, Mr Petros Ndanga: SADCTRLC Chair, Dr Elsabe Steyn: SADCA Regional Coordinator and Mr Ron Josias: SANAS.

RESOLUTION 24/2013
SADCA elected Mr Robin Gopee of Mauritius as the SADCA Chair for a term in accordance with the SADCA Bylaws.

RESOLUTION 25/2013
SADCA elected Mr Viki Kanama Mbuya of the Democratic Republic of Congo as the SADCA Vice-Chair for a term in accordance with the SADCA Bylaws.

RESOLUTION 26/2013
SADCA elected South Africa as the Secretariat for a term in accordance with the SADCA Bylaws.

RESOLUTION 27/2013
SADCA thanked Mrs Masego Marobela of Botswana, the outgoing Chair for her leadership and dedication which has contributed to SADCA's success.

RESOLUTION 28/2013
SADCA thanked the Instituto Angolano de Normalização e Qualidade (IANORQ) for providing excellent facilities for the meeting and for the wonderful hospitality.