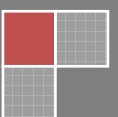


2013

**SADCA TRANSFER OF
RESPONSIBILITIES: QUALIFICATIONS
FOR POSITIONS PROCEDURE
SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document describes the procedures for the transfer of responsibilities to ensure succession and continuity for various SADCA positions.

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1. PURPOSE

- 1.1** The purpose of this document is to describe the transfer of responsibilities as well as the qualifications for positions to ensure succession and continuity in the various positions described below.

2. TRANSFER OF CHAIR, VICE-CHAIR AND SECRETARIAT

- 2.1** In the period immediately after the election of a new SADCA Chair and Vice-Chair, the outgoing Chair shall request a meeting with the Chair elect and the Secretariat in order to review the following:

- 2.1.1 A summary of the proceedings and issues undertaken to date;
- 2.1.2 Pending tasks and the tasks in progress;
- 2.1.3 Documentation to be handed over.

3. SADCA MRA COMMITTEE: TRANSFER OF CHAIR AND VICE-CHAIR

- 3.1** In the period immediately after the election of a new SADCA MRA Committee Chair and Vice-Chair, the outgoing MRA Committee Chair shall request a meeting with the MRA Committee Chair elect and the MRA Committee Secretary in order to review the following:

- 3.1.1 A summary of the proceedings and issues undertaken to date;
- 3.1.2 Pending tasks and the tasks in progress;
- 3.1.3 Documentation to be handed over.

4. PROFILES FOR SADCA POSITIONS

4.1 SADCA Chair and Vice-Chair

- 4.1.1 The responsibilities of the SADCA Chair and Vice-Chair are contained in Clause 12 of the SADCA Bylaws.
- 4.1.2 It is desirable that the candidates for SADCA Chair and Vice-Chair possess the following attributes:
 - 4.1.2.1 Possess good knowledge of the international accreditation systems of conformity assessment bodies;
 - 4.1.2.2 Have occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years;
 - 4.1.2.3 Ability to direct and administer meetings effectively;
 - 4.1.2.4 Leadership skills;
 - 4.1.2.5 Willing to travel.

4.2 SADCA MRA Committee Chair and Vice-Chair

- 4.2.1 The responsibilities of the SADCA MRA Committee Chair and Vice-Chair are contained in the MRA Committee Terms of Reference.
- 4.2.2 The attributes for candidates for SADCA MRA Committee Chair and Vice-Chair are:
 - 4.2.2.1 Good knowledge of the international accreditation systems of conformity assessment bodies;
 - 4.2.2.2 Good knowledge of the operation of Multi-lateral Recognition Arrangements (MRAs);
 - 4.2.2.3 Occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years;
 - 4.2.2.4 Ability to direct and administer meetings effectively;



- 4.2.2.5 Leadership skills;
- 4.2.2.6 Willing to travel.

4.3 SADCA Technical Chair and Vice-Chair

- 4.3.1 The responsibilities of the SADCA Technical Committee Chair and Vice-Chair are contained in the Technical Committee Terms of Reference.
- 4.3.2 The attributes for candidates for SADCA Technical Committee Chair and Vice-Chair are:
 - 4.3.2.1 Good knowledge of the international accreditation systems of conformity assessment bodies;
 - 4.3.2.2 Good knowledge of the operation of MRAs;
 - 4.3.2.3 Occupied positions at an executive level in public or private organisations involved in accreditation and/or conformity assessment, for at least three years;
 - 4.3.2.4 Ability to direct and administer meetings effectively;
 - 4.3.2.5 Leadership skills;
 - 4.3.2.6 Willing to travel.

4.4 SADCA Secretariat

- 4.4.1 The responsibilities of the SADCA Secretariat are contained in the SADCA Bylaws.
- 4.4.2 The attributes for candidates for SADCA Secretariat are:
 - 4.4.2.1 General knowledge of national or international accreditation systems of conformity assessment bodies;
 - 4.4.2.2 Experience in public or private organisations focused on standards, accreditation, and/or international trade, with a minimum of two years of professional experience.