



SADCA EXECUTIVE COMMITTEE (EXCO) MEETING REPORT

Mission Title: SADCA EXCO Meeting

Date of Mission: 17 – 18 February 2015

Name of person who attended Mission and author of Mission Report:

- Mrs MP Mutasa (Member)

Names of other persons who attended Mission:

- Mr R Gopee (SADCA Chair)
- Mr RM Kanama (SADCA Vice Chair)
- Mr R Josias (MRA Committee Chair)
- Dr E Meintjies (Member)
- Ms AM Lotter (Member)
- Dr E Steyn (Regional Coordinator)
- Ms N Halimana (Secretariat)
- Ms F Skosana (Secretariat)

The SADC Cooperation in Accreditation (SADCA) Executive Committee (EXCO) held its meeting at SANAS offices in Pretoria, South Africa from 17 to 18 February 2015. The purpose of the meeting was to review progress on implementation of the 2014/15 workplans, to plan for the 2015 programme and to prepare for the upcoming SADCA General Assembly meeting to be held on 21 March 2015 in Kinshasa, DRC. All the SADCA Executive Committee members attended the meeting except two members who could not attend due to other business commitments. The SADCA EXCO considered the various logo designs proposed by the contracted designer taking into account the general principles developed by the EXCO at the February 2014 meeting and settled on 2 preferred logos which will be circulated to members for choice and approval at 19th SADCA General Assembly meeting to be held on 19 March 2015.

The EXCO reviewed implementation of the 2014/15 EXCO, MRA Committee and Technical Committee work plans and developed the 2015/16 EXCO work plan and considered the proposed MRA Committee and Technical Committee work plans. Progress was noted in the implementation of the 2014/15 MRA work plan with SADCAS having successfully undergone a joint ILAC/AFRAC pre peer evaluation in June 2014 and SANAS having undergone a Joint AFRAC/SADCA peer evaluation in December 2014. SADCAS is now set to go a joint ILAC/AFRAC peer evaluation in May/June 2015 whilst MAURITAS is to undergo a joint ILAC/AFRAC/SADCA pre peer evaluation in 2015. On peer evaluators, Mr Neville Taylor is set to be qualified as a Lead Evaluator for SADCA. One of the SADCA trained evaluator Mr Chankar Bheekun from MAURITAS participated in an ILAC evaluation as a trainee evaluator. More opportunities will be identified for the mentoring of trainee evaluators. It was noted that the pool of evaluators is still limited and that going forward it would be inevitable for SADCA to train more evaluators and to utilize the pool of evaluators from AFRAC which includes 3 qualified evaluators from the SADC region. In identifying experts to train as evaluators, the 3 SADC accreditation bodies were requested to submit lists of potential trainees prioritizing those that are directly involved in accreditation.



SADCA Executive Committee Meeting in session

Progress was also noted in the implementation of the 2014/15 Technical Committee work plan with the finalization of the SADCA conformity assessment bodies toolkit which is set to be launched at the 19th SADCA General Assembly. The toolkit is designed to assist conformity assessment bodies in their journey towards accreditation by introducing them to accreditation, explaining some of the terminology that are used, outlining the process that they go through as well as providing tips on how to prepare a Quality Manual also known as the Management System. The tool kit also includes interviews with accreditation experts providing the tips. A summary of the results on the questionnaire designed to establish status of accreditation in the region and the constraints faced was presented to the EXCO. The Technical Committee still needs to analyse the data and present its recommendation to the EXCO. The information will be useful in the current development of the SADC region accreditation strategy going forward. Some time was spent on reviewing the SADCA documents including the SADCA By Laws, policies and procedures in order to ensure consistency amongst the documents as well as to ensure compliance with the ILAC MRA and IAF Multilateral Arrangement (MLA) documents. The documents will be circulated for comment then approval of the respective authorities taking into account the approval systems for the various hierarchy of documents. Two documents A014-01: Procedure for SADCA Secretariat and P012-01: SADCA Records Management Procedure were approved during the EXCO meeting.

On participation in ILAC and the IAF an update on the revisions of ISO/IEC 17025 and ISO/IEC 17011 was provided and accreditation body members were encouraged to participate in their development so as to keep up with the revisions. On the upcoming mid-term ILAC/IAF meetings to be held in April 2015 in Frankfurt, Germany, The EXCO identified accreditation body members who would represent SADCA in the various scheduled meetings.

In preparing for the 19th SADCA General Assembly, the meeting reviewed the minutes of the 18th SADCA General Assembly held on March in Gaborone, Botswana, prepared the agenda for the meeting which will include amongst others items reports from the 3 accreditation bodies, National Accreditation Focal Points, MRA Committee and Technical Committee, SADC Regional Coordinator, other regional accreditation co-operations and the ILAC and IAF and the launch of the conformity assessment bodies toolkit and approval of the new SADCA logo.

In an update from the SADC Secretariat the meeting was advised that the TBT Annex to the SADC Protocol on Trade was approved in July 2014 and uploaded on the SADC website www.sadc.int. Implementation of all the SADC Protocols have been reviewed and a report of the review of the SADC Protocol on Trade has been compiled and is currently under review internally in the SADC Secretariat. The meeting was also informed about the lifting of Madagascar's suspension following which Madagascar advised of its contact points for the SADC TBT Co-operation structures. An update was also provided on the developments on the SADC Protocol on Trade in Services.

A total of 7 resolutions were adopted at the meeting.

The SADCA EXCO comprises of 9 members as follows:

Name	Position	Organization	Country
Mr Robin N Gopee	Chair	MAURITAS	Mauritius
Mr Viki Mbuya Kanama	Vice Chair	Congolese Control Office	DRC
Mr Ron Josias	Mutual recognition Arrangement (MRA) Chair and Member	SANAS	South Africa
Mr Pilot Masunga	Technical Committee Chair	BOBS	Botswana
Dr Elsie Meintjies	Member	SADC Secretariat	Botswana
Mrs Maureen P Mutasa	Member	SADCAS	Botswana
Mrs Masego B Marobela	Member and Immediate past Chairman	BOBS	Botswana
Ms Anna Marie Lotter	Member	Department of Trade and Industry	South Africa
Dr Elsabe Steyn	Regional Coordinator	SANAS	South Africa
Ms Nonhlanhla Halimana	SADCA Secretariat	SANAS	South Africa
Ms Fikile Skosana	SADCA Secretariat	SANAS	South Africa



**Seated from left to right: Dr E Steyn, Mr R Gopee and Mr VM Kanama.
Standing from left to right: Ms N Halimana, Mrs MP Mutasa, Mr R Josias, Ms AM Lotter, Dr E.Meintjies and Ms F Skosana**

A calendar of events from February 2015 was developed and the following SADCA meetings are planned:

Meeting	Date	Venue
SADCA Executive Committee	15 March 2015	Kinshasa, DRC
SADCA Technical Committee	17 March 2015	Kinshasa, DRC
SADCA MRA Committee	18 March 2015	Kinshasa, DRC
19 th SADCA General Assembly	19 March 2015	Kinshasa, DRC
Mid - term SADCA Business Plan Strategic Review	12 to 16 October 2015	TBA