

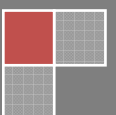
**2019**

# **AFRAC EXCO TERMS OF REFERENCE**

**AFRICAN ACCREDITATION COOPERATION**

*This document defines the rules of procedure of the AFRAC  
Executive Committee.*

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## 1. PURPOSE

This document constitutes the Terms of Reference of the African Accreditation Cooperation (AFRAC) Executive Committee (EXCO).

## 2. COMPOSITION OF THE EXECUTIVE COMMITTEE

2.1 The composition of the Executive Committee shall be:

- i) The Chair;
- ii) The Vice-Chair;
- iii) The Secretariat;
- iv) The Treasurer;
- v) All AFRAC Committee Chairs;
- vi) The MRA Council Chair;
- vii) One member of the Arrangement or Full Members;
- viii) One representative of the Associate Members;
- ix) One representative of the Stakeholder Members; and
- x) The immediate past Chair

2.2 Observers may be admitted at the invitation of the Chair.

2.3 The member of the Arrangement or Full Membership categories will be appointed to the Executive Committee at the Chair's discretion and will participate in the activities and discussions of the Executive Committee and shall have the right to vote.

2.4 Associated and Stakeholder member representatives may participate in the discussions and activities of and present proposals to the Executive Committee but shall not have the right to vote.

2.5 The selection criteria for the Associate and Stakeholder member representatives shall be as follows:

- i) The representatives shall be nominated by the Associate / Stakeholder members, as relevant;
- ii) The representatives of the Associate / Stakeholder members, as relevant, shall be selected by a simple majority vote of the Associate / Stakeholder members.

The representative shall be willing to represent the Associate / Stakeholder member, as relevant, at all the meetings of the Executive committee;

## 3. RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be responsible to the General Assembly for the achievement and effective implementation of AFRAC objectives and day-to-day management of AFRAC.

The responsibilities of the Executive Committee are to:

3.1 Implement AFRAC policies and manage the Committee (including its financial affairs) between meetings of the General Assembly and as directed by the General Assembly;

- 3.2 Ensure coherent and transparent application of AFRAC's activities in the scopes of the Arrangement;
- 3.3 Seek international cooperation between AFRAC and relevant international bodies for CABs;
- 3.4 Ensure proper cooperation with other relevant bodies in the field of conformity assessment;
- 3.5 Endorse the appointment of all Committee Members;
- 3.6 Ensure proper coordination between all the Committees;
- 3.7 Initiate AFRAC policy directions;
- 3.8 Receive and discuss reports from all the Committees and recommend their workplans for approval by the General Assembly;
- 3.9 Meet at least twice per calendar year;
- 3.10 Report to the AFRAC General Assembly at least annually, and this report is to include a financial report;
- 3.11 Perform all the work leading to the election of the Secretariat and recommend the nominations to the General Assembly for election;
- 3.12 Ensure that decisions of the Executive Committee are reached by consensus. All decisions of the Executive Committee are subject to ratification by the General Assembly;
- 3.13 Suspend Full, Associate and Stakeholder Memberships for conduct contrary to the best interest of AFRAC; and
- 3.14 Recommend withdrawals and terminations of AFRAC Full, Associate and Stakeholder memberships to the General Assembly.

#### **4. MEETINGS**

- 4.1 The EXCO shall meet at least twice a year or when the Chair or General Assembly deems a meeting necessary.
- 4.2 EXCO decisions shall be reached by consensus. When a consensus cannot be reached, decisions shall be made by a simple majority of the voting members (abstentions will not be considered).
- 4.3 A quorum is constituted when a simple majority of the voting EXCO members are present.

## APPENDIX A: AMENDMENT RECORD

Section	Change
	AFRAC Secretariat's details updated
2.1 (i & ii)	Points i & ii) Deleted "of the General Assembly" Points vi & vii: Added
2.2	Deleted: The AFRAC General Assembly will appoint the Executive Committee to conduct the business of AFRAC between General Assemblies; Deleted: Attendance at the meetings of the Executive Committee is usually restricted to Executive Committee members only.
2.2; 2.4 & 2.5	Clauses added
3.2	"Scopes of the Arrangement" replaced "fields of laboratory, certification and inspection body accreditation or other CABs"
3.3	Deleted "laboratory, certification and inspection body accreditation or other"
3.5	Deleted "Recommend the appointment of all Committee Chairs and Vice-Chairs; "
3.9 & 4.1	Changed meetings from once to twice a year
	Deleted section on Terms of Office of the Executive Committee
4.3	Added "voting"