

**2016**

# **AFRAC TECHNICAL COMMITTEE TERMS OF REFERENCE**

**AFRICAN ACCREDITATION COOPERATION**

*This document outlines the Terms of Reference of the AFRAC  
Technical Committee.*

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## **1. PURPOSE**

- 1.1 The purpose of this document is to describe the AFRAC Technical Committees' Terms of Reference whose aim is to provide technical support for accomplishment of AFRAC activities.

## **2. FUNCTIONS**

- 2.1 The scope of the AFRAC Technical Committee (TC) will be:

- 2.1.1 To provide general direction and coordination to the work of the AFRAC Technical sub-Committees.
- 2.1.2 To approve the Terms of Reference and workplans of the Technical sub-Committees and ensure that these documents are consistent with AFRAC's policies and procedures.
- 2.1.3 To serve as liaison between the Executive Committee (EXCO) and the Technical sub-Committees, and to inform the EXCO and General Assembly about the work performed by the TC and the sub-Committees under its responsibility.
- 2.1.4 To raise awareness, provide technical support and promote AFRAC's technical work in Africa and internationally.
- 2.1.5 To keep AFRAC Members informed about cross-frontier accreditation activities and documents.
- 2.1.6 To create and dissolve ad-hoc Working Groups as needed for undertaking specific tasks in a predetermined time frame, and to monitor their progress.
- 2.1.7 To study and interpret international and regional technical documents related to accreditation and the AFRAC MRA.
- 2.1.8 To monitor regional and international activities and document generation and to propose to the EXCO actions to be taken.
- 2.1.9 To ensure that AFRAC technical criteria are based on international documents, guidelines and best practices.
- 2.1.10 To identify the need to develop AFRAC documents related to the scope of the TC and coordinate their development prior to approval.
- 2.1.11 To represent AFRAC at Technical Committees and Technical sub-Committees of relevant regional and international organisations, and to propose AFRAC's participation in joint working groups with other bodies with an interest in accreditation.
- 2.1.12 To keep the Secretariat informed about TC activities, including resolutions and attendance registers of meetings amongst other activities.
- 2.1.13 To liaise with the AFRAC Committees in the pursuance of AFRAC's objectives.
- 2.1.14 To establish and dissolve TC sub-Committees, Working Groups and Task Forces to facilitate the objectives of the TC as required.

### **3. COMPOSITION**

- 3.1 The TC Chair and Vice-Chair are elected by the General Assembly in accordance with the AFRAC Bylaws.
- 3.2 The TC shall be composed of nominated representatives from AFRAC Arrangement, Full, Associate and Stakeholder Members, as well as the Chairs and Vice-Chairs of the Technical Sub-Committees (such as the Laboratories Sub-Committee, the Certification Bodies, sub-Committee, the Inspection Bodies sub-Committee) and others that may be formed in the future.
- 3.3 A Secretary who may also be the AFRAC Secretariat.

### **4. RESPONSIBILITIES**

#### 4.1 The TC Chair's responsibilities are:

- 4.1.1 To carry out these Terms of Reference.
- 4.1.2 To Chair TC meetings.
- 4.1.3 To report to the General Assembly and EXCO about the work that is being carried out by the TC.
- 4.1.4 To ensure that the TC's decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by a simple majority of those voting (abstentions will not be considered).
- 4.1.5 To submit to the EXCO, for ratification, all resolutions adopted by the TC.
- 4.1.6 To submit its workplan for General Assembly approval annually.
- 4.1.7 To keep the Vice-Chair informed on all on-going activities and plans.
- 4.1.8 To support and coordinate the work of the TC's and ad-hoc groups between meetings.

#### 4.2 The TC Vice-Chair's responsibilities are:

- 4.2.1 To assist the Chair in the fulfillment of his/her duties.
- 4.2.2 To replace the Chair in his/her absence or impediment.
- 4.2.3 To keep in contact with the Chair, in order to be aware of on-going activities and plans.

#### 4.3 The TC Secretariat's responsibilities are:

- 4.3.1 To assist the Chair and Vice-Chair in the fulfillment of his/her duties.
- 4.3.2 Carry out the tasks that are assigned to her/him during the TC meetings
- 4.3.3 To prepare agendas for TC meetings in consultation with the TC Chair, taking into account proposals made by the members. Proposals should be sent to the Secretariat six weeks before the meeting.
- 4.3.4 To distribute to the TC members the meeting papers.

- 4.3.5 To draft meeting resolutions, workplans and minutes and distribute them to the TC members within one month of the meeting having taken place.
- 4.3.6 To monitor and follow up on meeting resolutions and workplan activities with the responsible parties to ensure fulfillment.
- 4.3.7 To maintain the TC membership list.

**4.4 TC members' responsibilities are:**

- 4.4.1 To attend TC meetings and actively participate in ad-hoc groups when they are formed to undertake committee tasks.
- 4.4.2 To support and participate in the work of the TC's and ad-hoc groups between meetings.
- 4.4.3 To formulate initiatives to assist the accomplishment of the TC's objectives.
- 4.4.4 To perform tasks and duties that they receive individually or as part of working groups in a timely manner.
- 4.4.5 To report to the TC on undertaken activities, within the agreed timelines.
- 4.4.6 To implement the TC Work Plan and those of its sub-Committees.
- 4.4.7 To contribute to the implementation of resolutions and instructions of the General Assembly.

**5. MEETINGS**

- 5.1 The TC shall meet at least once a year or when the Chair or General Assembly deems a meeting necessary.
- 5.2 Draft agendas shall be distributed at least two weeks before the meeting.
- 5.3 Meeting documents shall be distributed at least two weeks prior to each meeting.
- 5.4 Resolutions and work plans shall be distributed within one month of the meeting having taken place.
- 5.5 TC decisions are made by consensus; when a consensus cannot be reached, decisions shall be made by a simple majority of those voting (abstentions will not be considered).
- 5.6 A quorum is constituted when a simple majority of TC members are present.

**APPENDIX A: AMENDMENT RECORD**

Proposed by	Section	Change
AFRAC Secretariat	2.1	Deleted “to provide support for all; activities other than the AFRAC MRA committee responsibilities”.
AFRAC Secretariat	2.1.2	Deleted “programs; guidelines and programs”. Added “policies and procedures”.
AFRAC Secretariat	2.1.4	Deleted “coordinate the accomplishments of AFRAC objectives; with other AFRAC committees”. Added “provide technical; technical work; and internationally”.
AFRAC Secretariat	2.1.7	Added “and the AFRAC MRA”.
AFRAC Secretariat	2.1.9	Added “best”.
AFRAC Secretariat	2.1.10	Added “development prior to approval”.
AFRAC Secretariat	2.1.11	Added “with an interest in accreditation”.
AFRAC Secretariat	2.1.12	Added “amongst”.
Technical Committee	2.1.13	Added “To liaise with the AFRAC Committees in pursuance of AFRAC’s objectives”.
Technical Committee	2.1.14	Added “To facilitate and dissolve TC Sub-Committees, Working Groups and Task Forces to facilitate the objectives of the TC as required”.
Technical Committee	3.1	Added ‘The TC Chair and Vice-Chair are elected by the General Assembly in accordance with the AFRAC Bylaws’.
AFRAC Secretariat	3.2	Deleted “established accreditation bodies and; and National Accreditation Focal Point (NAFP)”.
AFRAC Secretariat	3.2	Deleted “Note: The current Bylaws do not make provision for Vice-Chair. The election will however be conducted in the same manner as the Chair of the Technical Committee in accordance with the provisions of the Bylaws.”
AFRAC Secretariat	4.1.6	Added “To submit its workplan for General Assembly approval annually.”
AFRAC Secretariat	4.3	Added “4.3.1 – 4.3.7”:  4.3 The TC Secretariat’s responsibilities are: 4.3.1 To assist the Chair and Vice-Chair in the fulfillment of his/her duties. 4.3.2 Carry out the tasks that are assigned to her/him during the TC meetings 4.3.3 To prepare agendas for TC meetings in consultation with the TC Chair, taking into account proposals made by the members. Proposals should be sent to the Secretariat six weeks before the meeting. 4.3.4 To distribute to the TC members the meeting papers. 4.3.5 To draft meeting resolutions, workplans and minutes and distribute them to the TC members within one month of the meeting having taken place. 4.3.6 To monitor and follow up on meeting resolutions and workplan activities with the responsible parties to ensure fulfillment. 4.3.7 To maintain the TC membership list.
	4.4.4	Deleted “time established in these Terms of Reference” and added “agreed timelines”.
	5.2	Deleted ‘should’ and added ‘shall’.
	5.3	Deleted ‘should’ and added ‘shall’.
	5.4	Deleted ‘should and two’ and added ‘shall and one’.

Proposed by	Section	Change
	5.6	Deleted "If not then voting will be completed electronically within one month after the meeting".