

**2018**

# **AFRAC MRA COMMITTEE TERMS OF REFERENCE**

**AFRICAN ACCREDITATION COOPERATION**

*This document outlines the Terms of Reference of the AFRAC  
Mutual Recognition Arrangement Committee.*

**Publication reference: A12-03**



### ***Authorship***

This document has been prepared by the AFRAC Document Working Group.

### ***Classification***

This document is classified as an AFRAC Administrative Publication.

### ***Authorisation***

Issue Number:                    03  
Prepared by:                    AFRAC MRA Document Working Group  
Approved by:                    General Assembly  
Issue and application date:    28 September 2018

### ***Official language***

The text may be translated into other languages as required. The English language version remains the definitive version.

### ***Copyright***

The copyright of this text is held by AFRAC and the text may not be copied for resale.

### ***Further information***

For further information about this publication, contact the AFRAC Secretariat on:

AFRAC Secretariat  
Libertas Office Park,  
Cnr Libertas and Highway Streets,  
Equestria, Pretoria, 0184  
South Africa

Tel: +27 12 740 8539  
Email: [yolandav@sanas.co.za](mailto:yolandav@sanas.co.za)

## **CONTENTS**

1. Purpose.....	4
2. Functions of the MRA Committee.....	4
3. Composition of the MRA Committee.....	4
4. Responsibilities .....	5
5 Meetings.....	6
Annex 1: Amendment Record.....	7

## **1. PURPOSE**

- 1.1 This document describes the functions, composition and responsibilities of the Mutual Recognition Arrangement (MRA) Committee.
- 1.2 The objective of the MRA Committee is to plan and manage the implementation and maintenance of AFRAC's MRAs.

## **2. FUNCTIONS OF THE MRA COMMITTEE**

The functions of the MRA Committee are:

- 2.1 To implement and maintain policies and procedures of AFRAC's MRA;
- 2.2 To identify specific needs for development and continual improvement of AFRAC's MRA;
- 2.3 To establish the criteria to qualify evaluators and team leaders;
- 2.4 To keep an updated register of peer evaluators for participation in AFRAC's MRA peer evaluation process;
- 2.5 To manage the performance evaluation process of peer evaluators;
- 2.6 To plan and monitor the peer evaluation processes;
- 2.7 To propose and develop training activities for peer evaluators in order to harmonise the application of criteria. These may include workshops, courses or seminars;
- 2.8 To create and dissolve ad-hoc Working Group(s) and/or Task Force Groups as needed to discharge specific tasks in a pre-determined timeframe and monitor their progress;
- 2.9 To keep the AFRAC Secretariat updated about the MRA Committee's activities, including submitting meeting minutes, attendance lists and reports on activities;
- 2.10 Liaise with MRA Committees of other regional and international MRAs; and
- 2.11 To review peer evaluation final reports and make recommendations to the MRA Council.

## **3. COMPOSITION OF THE MRA COMMITTEE**

The MRA Committee shall be composed of:

- 3.1 A Chair who is elected by the General Assembly in accordance with the AFRAC Bylaws for a term of two years and may be re-elected.
- 3.2 A Vice-Chair who is elected by the General Assembly in accordance with the AFRAC Bylaws for a term of two years and may be re-elected.
- 3.3 A Secretary who may be the AFRAC Secretariat;
- 3.4 One representative of each Arrangement Member and Full Member, who has a voice and a vote.
- 3.5 One representative each of the Associate and Stakeholder Members who have a voice but no vote.

- 3.6 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 representative shall be willing to represent the Associate / Stakeholder member, as relevant, at a meeting of the MRA committee at least once per year;
  - iii) The representatives of the Associate / Stakeholder members, as relevant, shall be selected by a simple majority vote of the Associate / Stakeholder members.
- 3.7 A single vote is considered for each representative of Arrangement and Full Members and not for each country.
- 3.8 Decisions made by the MRA Committee shall be made by consensus. If consensus is not achieved, decisions shall be made by an affirmative vote by a simple majority of the voting MRA Committee Members.
- 3.9 Decisions may be made in meetings, or by postal ballot (facsimile, mail and electronic).
- 3.10 Invitations to other organisations to participate as observers can be made by the Chair of the MRA Committee.

#### **4. RESPONSIBILITIES**

- 4.1 The Chair's responsibilities are to:
- 4.1.1 Operate according to these Terms of Reference;
  - 4.1.2 Chair meetings of the MRA Committee;
  - 4.1.3 Appoint team leaders and team members for peer evaluations;
  - 4.1.4 Present to the MRA Council recommendations on final peer evaluation reports and all other matters that requires their decision;
  - 4.1.5 Report to the EXCO about the work being carried out by the MRA Committee; and
  - 4.1.6 Submit to the EXCO for information all the resolutions adopted by the MRA Committee.
- 4.2 The Vice-Chair's responsibilities are to:
- 4.2.1 Assist the Chair in the fulfilment of his/her duties;
  - 4.2.2 Perform all functions as delegated by the Chair; and
  - 4.2.3 Replace the Chair in his/her absence or impediment.
- 4.3 The MRA Committee Member's responsibilities are to:
- 4.3.1 Attend the MRA Committee meetings and participate in the MRA Committee discussions;

- 4.3.2 Develop initiatives to assist in the accomplishment of the MRA Committee's goals;
  - 4.3.3 Appoint members of working groups and task force groups as needed;
  - 4.3.4 Perform the tasks and responsibilities assigned either individually or as part of a Working Group / Task Force Group established to carry out the Committee's objectives;
  - 4.3.5 Monitor the performance of peer evaluators;
  - 4.3.6 Review the reports of ad-hoc task force groups (TFGs) on peer evaluation reports of Accreditation Bodies and to prepare a recommendation for the MRA Council.
  - 4.3.7 Ensure smooth transition to any revised standards, policies or procedures.
- 4.4 The MRA Committee Secretariat's responsibilities are to:
- 4.4.1 Assist the Chair in the fulfilment of his/her duties;
  - 4.4.2 Draft meeting decisions and distribute them to the MRA Committee members;
  - 4.4.3 Distribute to MRA Committee members the meeting papers;
  - 4.4.4 Distribute evaluation reports to MRA Committee members for their review, and recommendation to the MRA Council.
  - 4.4.5 Maintain the peer evaluation register and peer evaluation reports.
- 4.5 The responsibilities of the ad-hoc task force groups (TFGs) appointed to review final peer evaluation reports are to confirm that findings are correctly classified, that the report contains the necessary information to have full confidence that the Accreditation Body complies with the AFRAC MRA requirements, and to make a recommendation.

## **5. MEETINGS**

- 5.1 The MRA Committee shall meet at least once a year, or when the MRA Committee Chair deems a meeting necessary.
- 5.2 Draft agendas should be distributed at least three weeks before each meeting.
- 5.3 MRA Committee meeting documents should be distributed at least two weeks before each meeting.
- 5.4 Draft MRA Committee minutes and resolutions should be distributed within two months of the meeting.
- 5.5 Evaluation reports which require the MRA Committee's review and recommendation to the MRA Council should be distributed at least two weeks before the meetings.
- 5.6 MRA Committee documents are confidential and should be treated as such. A confidentiality declaration is to be signed by MRA Committee members, their alternates and observers at the beginning of each meeting and before they are given access to the evaluation reports and information.
- 5.7 A quorum is constituted when a simple majority of MRA Committee members are present.

**ANNEX 1: AMENDMENT RECORD**

<b>Section</b>	<b>Change</b>
Page 1	AFRAC Secretariat's contact details updated
2.3	Changed "peer evaluators" to "evaluators" Changed "lead evaluators" to "team leaders"
3.5	Changed from "Representatives of Associate and Stakeholder Members who have a voice but no vote may participate in the MRA Committee."
3.6	Clause added