

**2016**

# **AFRAC SECRETARIAT RESPONSIBILITIES**

**AFRICAN ACCREDITATION COOPERATION**

*This document describes the AFRAC Secretariat's Responsibilities.*

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## **1. PURPOSE**

The purpose of this document is to describe the AFRAC Secretariat's responsibilities.

## **2. SECRETARIAT'S GENERAL RESPONSIBILITIES**

The Secretariat shall be responsible for:

- 2.1 Preparing and submitting the agendas of the General Assembly, Executive Committee, MRA Council, MRA and Technical Committee meetings for approval, at least one month in advance;
- 2.2 Sending out to the corresponding members, the invitations and the documents to be discussed in the General Assembly, Executive Committee, MRA Council, MRA and Technical Committee meetings;
- 2.3 Organising the logistics of the meetings of the relevant AFRAC meetings;
- 2.4 Assisting the relevant Chair at meetings;
- 2.5 Drafting the minutes of the General Assembly, Executive Committee, MRA Council, MRA and Technical Committee meetings and circulating them for a 30 day comment period;
- 2.6 Distributing the minutes of the General Assembly, Executive Committee, MRA Council, MRA and Technical Committee meetings for their approval, and once approved, file them;
- 2.7 Keeping the resolutions of the General Assembly, Executive Committee, MRA Council, MRA and Technical Committee meetings, and assigning them a consecutive number followed by the year of approval;
- 2.8 Maintaining the AFRAC Membership directory;
- 2.9 Communicating with all AFRAC Members;
- 2.10 Periodically circulating to AFRAC representatives a list of scheduled AFRAC meetings;
- 2.11 Attending to external correspondence;
- 2.12 Maintaining AFRAC documents and archives;
- 2.13 Conducting the day-to-day business of AFRAC, in cooperation with the Executive Committee on behalf of the General Assembly;
- 2.14 Publishing AFRAC papers; and
- 2.15 Maintaining the AFRAC website.
- 2.16 Any other function that might be assigned by the Executive Committee or Chairperson.

## **3. DOCUMENT CONTROL AND RECORDS MANAGEMENT**

- 3.1 The AFRAC Secretariat is the custodian of the AFRAC Management System, and is also responsible to control all AFRAC documents.
- 3.2 The lists of documents controlled by the Secretariat are listed in the AFRAC Documents Master List, which is kept and maintained by the Secretariat.

- 3.3 The Secretariat is responsible for the custody, storage, protection, confidentiality and retention of all AFRAC records according to the requirements set out in AFRAC P012 Records Management Procedure.
- 3.4 The Secretariat shall ensure that all AFRAC documents are drafted, reviewed, submitted, formatted, classified, approved, controlled and distributed in accordance with the requirements set out in AFRAC P003 Document Control Procedure.

#### **4. MEMBERSHIP**

- 4.1 The Secretariat is responsible to maintain and update the AFRAC membership directory, and ensure that it is uploaded on the website.

#### **5. MUTUAL RECOGNITION ARRANGEMENT (MRA) AND PEER EVALUATOR RECORDS**

- 5.1 The AFRAC Mutual Recognition Arrangement (MRA) Secretary (who may also be the AFRAC Secretariat) is responsible for maintaining all records pertaining to:

- 5.1.1 AFRAC Peer Evaluations;
- 5.1.2 AFRAC Peer Evaluators' selection, training, monitoring, qualification and performance;
- 5.1.3 MRA Council meetings and decisions;
- 5.1.4 MRA Committee meetings and decisions;
- 5.1.5 AFRAC MRA Signatories and information describing the scope of recognition of each Signatory;
- 5.1.6 All records pertaining to the suspension and withdrawal of Signatories;
- 5.1.7 All records pertaining to the complaints and appeals received regarding the handling of Peer Evaluations, Signatory statuses or any related matters;
- 5.1.8 All records pertaining to extension into new scopes of recognition; and
- 5.1.9 AFRAC MRA documents, procedures and forms.

- 5.2 The MRA Secretary is to ensure that all the records mentioned in Clause 5.1 of this Procedure are maintained and kept confidential.

#### **6. AFRAC WEBSITE**

- 6.1 The Secretariat is responsible for the management of the website and is responsible for assigning usernames and passwords.
- 6.2 The Secretariat is responsible for ensuring that the website is updated with the latest information.

#### **7. QUALIFICATIONS OF THE SECRETARIAT**

- 7.1 The qualifications for candidates for AFRAC Secretariat are:
- 7.1.1 Must possess general knowledge of national or international accreditation systems of laboratories, certification bodies and/or inspection bodies;
  - 7.1.2 Must possess experience in public or private organisations focused on standards, accreditation, and/or international trade, with a minimum of two years of professional experience; and
  - 7.1.3 Be fluent in English.

#### **8. TERM OF OFFICE**

- 8.1 The Secretariat is elected by the General Assembly for a period of three years and may be re-elected, as per the A001 AFRAC Bylaws.

