

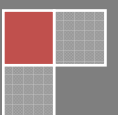
2017

# AFRAC MRA COUNCIL TERMS OF REFERENCE

## AFRICAN ACCREDITATION COOPERATION

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

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## **1. PURPOSE**

- 1.1 This document describes the functions, composition and responsibilities of the Mutual Recognition Arrangement (MRA) Council.
- 1.2 The objective of the MRA Council is to decide on and manage membership in AFRAC's MRA.

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

The functions of the MRA Council are:

- 2.1 To make decisions on the acceptance of applications to the AFRAC MRA.
- 2.2 To make decisions on the need for a pre-peer evaluation visit.
- 2.3 To make decisions regarding the status of Membership to the AFRAC MRA, including the granting, maintenance or extensions to the MRA.
- 2.4 To make decisions regarding the suspension or withdrawal of Arrangement Members from the MRA.
- 2.5 To oversee the implementation of AFRAC, ILAC and IAF resolutions relevant to the AFRAC MRA Signatories.
- 2.6 To review changes forwarded by signatories that affect the AFRAC MRA and to decide on actions to be taken.

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

- 3.1 The Chair and Vice-Chair of the MRA Council, who are also the Chair and Vice-Chair of the MRA Committee.
- 3.2 The MRA Council shall have a Secretary.
- 3.3 The MRA Council will be comprised of one representative and an alternate, of each AFRAC Arrangement member who are familiar with the peer evaluation process.
- 3.4 All Full Members that are not Signatories to the AFRAC MRA may participate in the meetings of the MRA Council as observers.
- 3.5 Representatives of the Arrangement Members have a voice and a vote.
- 3.6 A single vote is considered for each Signatory and not for each country.
- 3.7 Decisions made by the MRA Council 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 Council Members.
- 3.8 Decisions may be made in meetings, or by postal ballot (facsimile, mail and electronic).
- 3.9 Invitations to other organisations to participate as observers can be made by the Chair of the MRA Council.

#### **4. RESPONSIBILITIES OF THE CHAIR**

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

- 4.1.1 Operate according to these Terms of Reference;
- 4.1.2 Chair meetings of the MRA Council;
- 4.1.3 To inform the EXCO on the decisions of the MRA Council.
- 4.1.4 To notify the GA of its decisions.

##### 4.2 The MRA Council Secretariat's responsibilities are:

- 4.2.1 To assist the Chair in the fulfilment of his/her duties;
- 4.2.2 To draft meeting decisions and distribute them to the MRA Council members;
- 4.2.3 To distribute to MRA Council members the evaluation reports which require MRA Council decisions as well as other MRA Council meeting papers.
- 4.2.4 To maintain all MRA Council and peer evaluation records.
- 4.2.5 To maintain and publish the list of MRA Signatories.
- 4.2.6 To submit an annual AFRAC MRA report to the IAF MLA MC and the ILAC AMC.

##### 4.3 The MRA Council Member's responsibilities are to:

- 4.3.1 Attend the MRA Council meetings and participate in the MRA Council discussions;
- 4.3.2 Review and participate in decisions on peer evaluation final reports, applications for recognition, recommendation for pre-evaluations and other decisions related to signatory status.

#### **5. MEETINGS**

##### 5.1 The MRA Council shall meet as and when necessary.

##### 5.2 Draft agendas should be distributed at least three weeks before each meeting.

##### 5.3 MRA Council meeting documents should be distributed at least two weeks before each meeting.

##### 5.4 Draft MRA Council minutes and resolutions should be distributed within two months of the meeting.

##### 5.5 MRA Council documents are confidential and should be treated as such. A confidentiality declaration is to be signed by MRA Council members once, before they are given access to the evaluation reports and information.

##### 5.6 MRA Council alternates and observers shall also sign the confidentiality declaration once.

##### 5.7 Each MRA Council Member, alternate or observer shall sign the attendance register at the beginning of each meeting.

**APPENDIX A: AMENDMENT RECORD**

<b>Proposed by</b>	<b>Section</b>	<b>Change</b>
MRA DWG		This MRA Council terms of Reference has been split from A012 – MRA Committee & Council terms of reference
MRA DWG	2.2	“Preliminary visit” changed to “pre-peer evaluation visit”
MRA DWG	2.3	Deleted “suspension and withdrawal from”
MRA DWG	2.4	Clause added
MRA DWG	2	Deleted “To review evaluation report findings to confirm that they are correctly classified, as well as that the report contains all the necessary information to have full confidence that the Accreditation Body complies with the AFRAC MRA Requirements.”
MRA DWG	3.2	Deleted “who may be the MRA Committee Secretary”
MRA DWG	3.3	Added “and an alternate, of each AFRAC Arrangement member who are familiar with the peer evaluation process”
MRA DWG	3	Deleted “Observers from AFRAC’s Full and Associate Members that attend MRA Council meetings may request permission from the MRA Council to receive the minutes of the MRA Council meeting that they would have observed.”
MRA DWG	4.1	Maintained only the responsibilities of the MRA Council Chair. Deleted responsibilities of the vice-chair.
MRA DWG	4.2.2	“Decisions” replaced “resolutions”
MRA DWG	4.2	Deleted “To distribute to MRA Council members the meeting papers”
MRA DWG	4.2.4	Replaced “To maintain the peer evaluation register and peer evaluation reports.”
MRA DWG	4.3.1	Replaced “To attend the MRA Council meetings and actively participate in the specialised Working Groups formed to carry out the Council’s objectives.”
MRA DWG	4.3.2	Clause added
MRA DWG	5.1	“As and when necessary” replaced “at least once a year, or when the MRA Council/Committee Chair deems a meeting necessary.”
MRA DWG	5.5	2 <sup>nd</sup> sentence: Replaced “A confidentiality declaration is to be signed by MRA Council members, their alternates and observers at the beginning of each meeting and before they are given access to the evaluation reports and information.”
MRA DWG	5.6	Clause added
MRA DWG	5.7	Clause added