

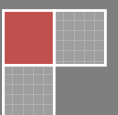
2018

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 to:

- 2.1 Make decisions on the acceptance of applications to the AFRAC MRA.
- 2.2 Make decisions on the need for a pre-peer evaluation visit.
- 2.3 Make decisions regarding the status of Membership to the AFRAC MRA, including the granting, maintenance or extensions to the MRA.
- 2.4 Make decisions regarding the suspension or withdrawal of Arrangement Members from the MRA.
- 2.5 Oversee the implementation of AFRAC, ILAC and IAF resolutions relevant to the AFRAC MRA Signatories.
- 2.6 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 MRA Council shall be composed of:
 - i) A Chair and Vice-Chair;
 - ii) A Secretary who may be the AFRAC Secretariat.
 - iii) One representative and/or their alternate, of each AFRAC Arrangement member who are familiar with the peer evaluation process.
- 3.2 Full Members are not Signatories to the AFRAC MRA and may participate in the meetings of the MRA Council as observers.
- 3.3 Representatives of the Arrangement Members have a voice and a vote.
- 3.4 A single vote is considered for each Signatory and not for each country.
- 3.5 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.
- 3.6 Decisions may be made in meetings, or by postal ballot (mail and electronic).

- 3.7 Invitations to other organisations to participate as observers can be made by the Chair of the MRA Council.

4. RESPONSIBILITIES

- 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; and
- 4.1.4 To notify the GA of its decisions.

- 4.2 The Vice-Chair shall be responsible for:

- 4.2.1 Assisting the Chair in the execution of his/her duties;
- 4.2.2 Substituting for the Chair, in the event that the Chair is, for any reason, not available to act as such;
- 4.2.3 Collaborating with the Chair in representing any issue related to the MRA Council activities; and
- 4.2.4 Conduct any business as assigned by the Chair.

- 4.3 The MRA Council Secretariat's responsibilities are:

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

- 4.4 The MRA Council Member's responsibilities are to:

- 4.4.1 Attend the MRA Council meetings and participate in the MRA Council discussions;
- 4.4.2 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.

ANNEX 1: AMENDMENT RECORD

Section	Change
Page 2	AFRAC Secretariat's details updated
3.1	Deleted "who are also the Chair and Vice-Chair of the MRA Committee."
3.3	Changed from "and an alternate" to "and/or their alternate"
3.8	Deleted "facsimile"
4.2	Clause added