

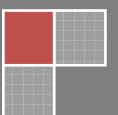
2019

# AFRAC MRA COUNCIL TERMS OF REFERENCE

## AFRICAN ACCREDITATION COOPERATION

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

Publication reference: A20-03



### ***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: 26/07/2019

### ***Official language***

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

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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 the 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-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) The Chair of the MRA Committee;
  - iv) One representative and/or their alternate, of each AFRAC Arrangement member who are familiar with the peer evaluation process; and
  - v) One representative each of the AFRAC Full and Stakeholder membership Categories.
- 3.2 The MRA Committee Chair attends meetings of the MRA Council to update the Council on the progress of the MRA Committee and propose recommendations for MRA Council's decision. The MRA Committee Chair participates in the discussions of the Council but does not have the right to vote.
- 3.3 The representatives of the AFRAC Full and Stakeholder Membership categories are selected at the discretion of the MRA Council Chair and for a term as determined by the Chair.

- 3.4 The representatives of the AFRAC Full and Stakeholder Membership categories participate in the meetings of the MRA Council for the purpose of development and transparency into the decision-making process, but do not have the right to vote.
- 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 (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**

- 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 at least once a year, or as the MRA Council Chair deems any additional meetings 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.

5.8 A quorum is constituted when a simple majority of the MRA Council voting members are present.

**ANNEX 1: AMENDMENT RECORD**

<b>Section</b>	<b>Change</b>
Page 2	Issue Number changes from "02" to "03" Issue and application date deleted "28 September 2018"
2.2	Deleted "peer"
3.1	Added points iii) and v)
3.	Added points 3.2 and 3.3
3.4	"are not Signatories to the AFRAC MRA and may" replaced by "The representatives of the AFRAC Full and Stakeholder Membership" "as observers" replaced by "for the purpose of development and transparency into the decision-making process, but do not have the right to vote."
5.	Point added 5.8
5.1	"as an when necessary." replaced by "at least once a year, or as the MRA Council Chair deems any additional meetings necessary."