



SADCMET Secretariat
Private Bag X34
Lynnwood Ridge
0040
South Africa

Tel: +27 12 841 4457
Fax: +27 12 841 2131
e-mail: mngobeni@nmisa.org
www.sadcmnet.org

SADC ASSOCIATION OF WATER TESTING LABORATORIES (SADCWATERLAB)

MEMORANDUM OF UNDERSTANDING

DECEMBER 2008

TABLE OF CONTENTS

CLAUSE	ITEM	PAGE
1	PREAMBLE	3
2	NAME	3
3	LOCATION	3
4	SCOPE	3
5	OBJECTIVES	3
6	TASKS	3-4
7	MEMBERSHIP	4-5
8	MANAGEMENT OF THE ASSOCIATION	5-7
9	AMMENDMENT TO THE MOU	7
10	DISSOLUTION	7
	APPENDIX –	

1.0 PREAMBLE

In terms of the Memorandum of Understanding (MoU) on cooperation in Standardization, Quality Assurance, Accreditation and Metrology (SQAM) signed by the Ministers of Trade and Industry of all Southern African Development Community (SADC) member states, SADC MET (SADC Cooperation in Measurement Traceability) was established to coordinate all measurement traceability activities in the SADC Region.

To carry out its mandate, SADC MET established the SADC Association of Water Testing Laboratories (SADC WATERLAB) as a union of the water laboratories to carry out a water proficiency testing scheme and to facilitate collaboration among the participating laboratories in support of the SADC Trade Protocol.

2.0 NAME

The name of the organisation shall be known as SADC Association of Water Testing Laboratories (SADC WATERLAB)

3.0 LOCATION

The SADC WATERLAB shall be based at the SADC MET Secretariat hosted by the National Metrology Institute of South Africa.

4.0 SCOPE

The proposed MOU applies to SADC WATERLAB's objectives, tasks, membership, committees and working groups. Where necessary, SADC WATERLAB's constituent bodies/working groups may form their own supplementary rules of procedure in harmony with this MOU.

5.0 OBJECTIVES

The Association is a regional not-for-profit organization. Its major aims are:

- To facilitate technical cooperation and collaboration amongst regional laboratories involved in water testing.
- To run a proficiency testing scheme for water analysis
- To provide an organized interface at the regional level between these laboratories and other SQAM structures involved in conformity assessment issues.
- To promote the development and harmonization of measurement, test and analytical methods.
- Capacity building
- Promote laboratory accreditation

6.0 TASKS

The following shall be the tasks of the Association:

- Organization of inter-laboratory test comparisons and proficiency testing schemes

- Promotion of management systems and quality assurance in laboratories
- Identification of areas of priority for development of technical cooperation in the areas of testing, measurement and analyses
- Cooperation on the training of staff
- Cooperation on development and harmonization of test methods, especially those relevant to regional technical regulations
- Promotion of the use of harmonized test methods
- Cooperation between the laboratories and accreditation bodies on matters of common interest relating to accreditation
- Resource mobilization
- Establishment of committees/working groups to meet objectives

7.0 MEMBERSHIP

The members of the Association shall be those laboratories, laboratories associations, individuals and any organisations who subscribe to the objectives and values of the Association, divided into two categories:

7.1 Ordinary Members

Ordinary members of the SADCWATERLAB shall be laboratories and laboratories associations in SADC countries involved in water testing and analyses

7.2 Associate Members

Associate members are laboratories and laboratories associations of non-SADC member states involved in water testing and analyses. Individuals and any other organization having an interest in water testing may apply for associate membership.

Associate members must prior to obtaining membership present their case in writing to the SADCWATERLAB Secretariat. The Chairperson will present prospective associate members to the SADCWATERLAB Project Management Committee, who will decide on the application for associate membership.

7.3 Membership Fees

The SADCWATERLAB General Assembly may decide on the membership fees when and as the need arises.

7.4 Rights, Duties and Obligations of Members

Each member by virtue of membership shall be deemed to have agreed to abide by the provisions of this MOU and rules.

7.5 Resignations, Re-Admissions and Suspension of Membership

7.5.1 Resignations

Any member may relinquish their membership by giving one month's notice in writing to the Association.

7.5.2 Suspensions

The PMC shall have the right to suspend members who are not in good standing, for whatever reason in accordance with this MOU.

7.5.3 Re-admissions

Any member which has resigned or been suspended from the Association may apply if they so wish for re-admission and the PMC may approve/disapprove such re-admission on conditions it deems fit.

8.0 MANAGEMENT OF THE ASSOCIATION

8.1 The General Assembly

The General Assembly which is the supreme organ of the Organization shall be constituted by a meeting of the delegates of all ordinary members. Associate members can attend as observers with no voting rights. As a general rule, the General Assembly shall meet at least once every year to review and discuss the aims and specific tasks of SADCWATERLAB.

The General Assembly shall decide upon itself its Rules of Procedure. It shall elect its Chairperson from the ordinary members. In order to assist in the execution of its work, the General Assembly shall elect from the ordinary members a Project Management Committee (PMC) of a total of six members including the Chairperson. The Chairperson shall also chair the PMC.

During its sessions, the General Assembly shall hold the powers of the organization, except as otherwise provided in this MOU. In the General Assembly each SADC member country shall have one vote on a motion before the meeting except that in the case of the equality of voting the Chairperson may exercise a casting vote in addition to his/her deliberative vote. In case there are several members from one SADC member country, they have to find a common country position when voting. Voting on a motion before a meeting shall be by secret ballot unless agreed otherwise by those present. Any motion being voted on shall be decided by majority vote.

At all duly called Annual General Meetings a quorum shall consist of at least 50% of all ordinary members.

8.2 The Project Management Committee

The operations of the organization shall be administered, in accordance with the policy laid down by the organization, by a Project Management Committee consisting of the following:

- The Chairperson

- The Vice Chairperson
- The Head of the Secretariat
- Four elected delegates

Members of the PMC are elected for a period of three years and may be re-elected for a second term. In addition to the elected members, the PMC shall include the immediate past Chairperson for the year following his/her term as Chairperson.

The PMC shall coordinate and supervise all SADC Water Lab activities through the Secretariat.

In order to meet the objectives, the PMC may, in its discretion, create committees/working groups which shall report to it on specific matters referred to them. The PMC shall report on the activities of the organization to the General Assembly at each of its sessions.

The PMC shall determine its own Rules of Procedure in addition to those prescribed in this MOU.

8.3 Chairperson

The Chairperson of the Organization shall be elected in the General Assembly from among the PMC members for a period of three years and may be re-elected for a second term.

The Chairperson shall be a citizen of a country from the ordinary members.

The Chairperson shall preside over the General Assembly and over the PMC and shall submit to the General Assembly the proposals made, the decisions and activities taken by the PMC.

8.4 The Vice Chairperson

The Vice Chairperson of the Organization shall be elected by the General Assembly.

The Vice Chairperson shall deputize for the Chairperson whenever the latter is absent or unable to act. In case of death or resignation of the Chairperson, the Vice Chair shall take over the duties of the Chairperson until a new Chair has been elected.

8.5 Secretariat

The Secretariat for the SADCWATERLAB shall conduct all secretarial duties and be responsible to the PMC for the maintenance of the register of members of the Association.

The Secretariat shall be provided by the SADC MET Secretariat headed by the Regional Coordinator and currently hosted by the National Metrology Institute of South Africa. The Secretariat shall assist the Chairman and the PMC in the administration of the SADC WATERLAB activities.

The Secretariat will ensure that details of the collaborations are circulated all members and their representatives.

The Secretariat will be responsible for producing a regular SADC WATERLAB newsletter at least once a year. It will maintain a complete set of SADC WATERLAB publications and member details.

The Secretariat shall have no voting rights.

Each retiring Head of the Secretariat (Regional Coordinator) will use its best endeavours to ensure the efficient transfer of SADC WATERLAB material to the succeeding Head of the Secretariat.

9.0 AMENDMENT OF THE MOU OF THE ASSOCIATION

No amendment to or repeal of this MOU shall be made unless and until such time as a resolution supporting such amendment or repeal, as the case may be, has been recommended by the PMC and passed at a General Assembly of the Association by the affirmative vote of not less than two-thirds of the members present and entitled to vote at such meeting.

10.0 DISSOLUTION

Dissolution of the Association can be accomplished by a resolution passed by the majority vote of all voting members at an Annual General Meeting (AGM) of the Association and in consultation with SADC MET according to the Memorandum of Understanding on SQAM.