



MINUTES OF THE SADCTRLC WORKING GROUP MEETING.

Venue: The dti Campus
Date: 4-5 August 2011
Time: 08:00 – 16:00

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| 1. | OPENING AND WELCOME The SADCTRLC Chairperson (Zimbabwe- Mr Petros Ndanga) opened the meeting and welcomed all present. |
| 2. | ACCEPTANCE OF AGENDA The Agenda was accepted with no additional items. LIST OF ATTENDEES - Petros Ndanga - Dr. Elsabe Steyn - Anna-Marie Lötter - Dr Elsie Meintjies - Dr Oswald Chinyamakobvu - Kuenam Molapo - Jennings Rukani - Andy Ally - Mwenya Chisheta - Vumani Tshabalala - Henson Dlamini - Jayesh Jina - Naniki Moeketsi |

3. Objectives of the Meeting

The SADC TRLC Chairperson, Mr Petros Ndanga (Zimbabwe) welcomed everyone to the meeting and summarised the objectives of the SADCTRLC Working Group meeting regarding the outstanding activities planned for the financial year 2011 - 12.

The SADCTRLC working group meeting focused mainly on:

- Re-designing and Review of the SADCTRLC logo, website and the SADCTRLC brochure
- The development of the Terms of Reference for the appointment of a preferred service provider to develop a SADC GHS Draft Policy Paper
- Guidelines regarding the Identification of needs and proposals for harmonized Technical Regulations
- Determining priorities for the Harmonization of Technical Regulations
- Guidelines for Consultation and Impact and Risk assessment

4. DISCUSSION AND COMMENTS

4.1 Creation of the SADCTRLC Logo, website and brochure

The SADCTRLC Logo is incorrect and needs to be redone. Legal advice and recommendations is needed in order to post the website. Mr. Jayesh Jina will register the SADCTRLC website with Internet Solutions in order to allow us to post and run the website.

Mr. Jayesh Jina from NMISA made a presentation regarding the sharepoint function, website design, website structure, creation of a banner (logo) and showed examples of AFRIMETS, SADCSTAN, SADCA and others that NMISA has assisted in developing. SADCTRLC will be using a sharepoint by NMISA. PTB has been approached and indicated their support to fund the project. A work plan, in terms of the web content, logo, graphics, video setting, and other items has to be developed in order to assist the web designer on what is expected on the webpage. To carry out this function a web designer and a web administrator must be appointed. Mr Jayesh recommended that it is always easy to develop and establish a basic website to be hosted by NMISA. Mr Jayesh also agreed to assist the working group regarding this work.

The working group agreed that:

- NMISA will be formally requested to host the SADCTRLC website. This appears to be the most practical and affordable option.
- To submit a letter to NMISA to notify the CEO about the SADCTRLC plans regarding the development of the website as well as the administrative functions of the website. The letter should also list all the requirements of the

website and forwarded before end of September 2011.

- The existing information in the SADCTRLC brochure will be used to populate the website
- A letter will be submitted to PTB to request funding for an additional server at NMISA.
- The letter to be forwarded before end of September 2011.
- *To develop and sign a Memorandum of Agreement (MoA) between PTB/ NMISA and SADCTRLC. The draft MoA to be developed by end of 2011.*

4.2 The development of the Terms of Reference for SADC GHS Draft Policy Paper.

The SADCTRLC Working Group worked on the Terms of Reference for the development of the SADC GHS Draft Policy Paper and the appointment of a preferred service provider to develop the policy paper. The Terms of Reference outlined the scope of work expected from the preferred service provider. The preferred service provider will be required to develop a SADC GHS draft policy paper. The first draft has been developed by the SADCTRLC, however a more comprehensive policy proposal is required. The developed draft policy paper and other sources of information will be used as a basis to develop the policy paper as recommended by the extended working group. The preferred service provider will also be required to present the SADC GHS Policy Paper to the SADC GHS extended working group. The SADC GHS extended working group meeting is planned for October 2011.

The working group agreed that:

- *The preferred service provider must enter into an agreement with PTB to carry out the duties of developing the draft SADC GHS Policy.*
- The SADCTRLC Chairperson and the Regional Coordinator, in consultation with the SADC GHS extended working group will oversee the work of the preferred service provider.
- The Terms of Reference should be forwarded to the SADC Secretariat for submission to PTB by end of September 2011. The Terms of Reference to PTB to be submitted by the office of the SADC Secretariat

4.3 Guidelines regarding the Identification of needs and proposals for harmonized Technical Regulations.

The SADCTRLC working group discussed the identification of needs for and the development of proposals for harmonised technical regulations in order to facilitate regional cooperation.

The working group agreed that:

- The needs will be identified based on international agreements/ arrangements, significant SADC trade, safety, health and environmental implications, regulated areas or sectors.
- Request for regulatory cooperation may be proposed by stakeholders or from member states.
- The availability of standards and/or guidelines will be useful.
- National consensus for a regional approach to harmonisation will be important.
- The proposal for regulatory co-operation will be submitted to the SADCTRLC AGM
- *The working group agreed to develop a standard template for proposal for regulatory cooperation. The standard template should be developed by the SADCTRLC secretariat. The first draft will be discussed and re-worked on during the next meeting.*

4.4 Development of Guidelines for Consultation and Impact and Risk assessment

The PTB and South African Guidelines for Consultation and Impact and Risk assessment were read and discussed.

The working group agreed that:

- *The SADC Secretariat will develop draft guidelines based on the PTB and South African document*
- It was agreed that we use the South African guidelines for SADCTRLC guidelines for consultation and Impact, and Risk Assessment.
- The South African Guidelines for consultation and Impact Risk assessment document will be circulated to the committee members to make inputs.
- *The SADCTRLC guidelines will be presented to the SADCTRLC members during the next Annual General Meeting in 2012.*

5. WORKSHOP ARRANGEMENTS FEEDBACK

All SADCTRLC Executive Committee members and SADC Secretariat representatives attended the SADCTRL Working Group meeting. The Chairperson thanked and appreciated the support of **the dti**, South Africa and PTB for hosting and sponsoring for the SADTRLC Working Group meeting.

The SADC GHS meeting or workshop will take place before end of 2011.

6. OTHER MATTERS

- Web administrators – Zambia/ Zimbabwe/ Seychelles volunteered to administer the SADCTRLC website

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| | <ul style="list-style-type: none">• An update mail to be sent to the SADC GHS Working Group regarding the ToR and the decision made for the appointment of the preferred service provider to develop the SADC GHS Draft Policy Paper.• SADC Secretariat to send a letter to Seychelles to request for a SADCTRLC representative |
| 8. | Closure |