

SUMMARY OF THE
TNI CONSENSUS STANDARDS DEVELOPMENT (CSD) BOARD MEETING
NOVEMBER 29, 2007

The Board held a meeting via teleconference on Thursday November 29, 2007, at 11:00 am EST. Chair Ken Jackson led the meeting.

The summary from the September 13, 2007 meeting was approved by the Board via email prior to the meeting.

Agenda item 1 – Status and timeline for completion of Interim Standard documents and response to comments for PT and QS Committees

According to the timeline determined by the CSDB members, the PT and QS committees should be at the point of confirming their votes on the modified Draft Interim Standard modules by December 7. Both committee chairs indicated their committees will complete this activity on schedule. It was clarified that a record is needed of the committee members reconfirming their individual votes on each standard module, not reconfirmation of each vote on individual comments.

The Board discussed the document formats needed for review by participants at the Newport Forum. Ken will discuss the need for versions with tracked changes and merged with ISO language with Jerry and arrangements for printing.

Ken and Jane will do editorial review of the modules as completed by the committees and forward the documents for final formatting. The target date for posting to the TNI website is December 28, although the response to comments documents will likely be available for posting sooner than that. The QS committee is emailing responses to individual commenters.

Agenda item 2 – Reports from Other Expert Committees

OSA – Denise noted that her committee has posted the proposed technical course curriculum and laboratory guidance documents on the TNI website for review until February 2008. Assessor and Laboratory surveys are also being prepped.

AB – Lynn stated the dispute resolution SOP is ready for AB committee vote. After approval by the committee, it will be provided to the Laboratory Accreditation System Committee and the NELAP Board for review.

FAC – No report, no representative on the call.

Agenda item 3 – Update on ANSI status

Ken shared that the last round of ANSI comments were incorporated into the TNI standards policies. The major change was the deletion of the final standard vote by the

TNI membership, since this does not represent a consensus voting decision. Other ANSI comments pertained to the CSDB role not being well-defined in the TNI by-laws. The TNI Board has reviewed and is expected to vote on December 12 on those changes to the TNI by-laws

Jane will check with Alfredo Sotomayor on the status of the TNI Policy committee approval of the revised standards policies.

Agenda item 4 – Other business

Jane asked that the chairs notify their committee members that travel assistance may be available to them for the Newport Forum through NSF’s EPA funds.

The Board decided not to meet on the next scheduled date of December 13 so that members can focus on Newport preparations and completion of the TNI standards modules. It is proposed the next meeting take place on January 10, 2008 at 1-2:30 pm EST.

BOARD MEMBERS PRESENT:

Ken Jackson (Chair); Lynn Bradley [proxy for Jeff Flowers] (Accreditation Body); Denise Rice (On-site Assessment); Robert DiRienzo (Quality Systems); Anand Mudambi (Proficiency Testing); JoAnn Boyd (At-large); Jane Wilson (Program Administrator)

Absent: Field Activities representative

2007 Meeting Schedule

11:00 am ET to 1:00 pm ET

January 11	July 12 - cancelled
February 8	August 9 - cancelled
March 8 – changed to March 15	September 13
April 12	October 11
May 10	November 8 – changed to November 29
June 14	December 13 - cancelled

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Date Completed
1	9/13/2007	Expert Committee Chairs to email Ken with openings available on their committee	10/11/07	
2	11/29/2007	Ken to discuss document and printing needs for Newport with Jerry	12/7/2007	

Item No.	Date Proposed	Action	To be Completed By	Date Completed
3	11/29/2007	Jane to determine status of TNI standards policy approval with Policy committee	1/10/2008	

STANDARDS DEVELOPMENT MILESTONES FOR NEWPORT BEACH FORUM (JANUARY 14, 2008)

Policy section	Action	Date to be Completed
Voting Draft Standard documents		
5.3.8, 5.3.9	Expert Committees determine comment persuasiveness, edit Voting Draft, and document response to comments	11/09/2007
5.3.9	15-day Expert Committee vote reconsideration period (extra days included to accommodate Thanksgiving holiday)	11/30/2007
	Submit all documents for final editing	12/07/2007
5.3.9	Publish Final Standards and Response to Comments documents on TNI website	12/28/2007
	Start of Newport Beach Forum	01/14/2008

-DRAFT-
TNI Consensus Standards Development Board Conference Call
11/29/07, 11:00 am – 12:25 pm EST; Call-in: 1-218-936-1600, 288414#

AGENDA

1. Status and timeline for completion of Interim Standard documents and response to comments for PT and QS Committees
2. Other Expert Committee reports
3. Update on ANSI status
4. Any other business