TNI STANDARDS DEVELOPMENT COORDINATION COMMITTEE MEETING
DECEMBER 14, 2006

The Committee held a meeting via teleconference on Thursday, December 14, 2006, at 11:00 am Eastern Standard Time (EST). Chair Ken Jackson led the meeting.

Agenda item 1 – Review of November 16, 2006 Meeting Summary

Ken noted his editorial changes to the draft summary. Martin Tait motioned to accept the summary as proposed and Anand Mudambi seconded. The summary was accepted unanimously. Jane Wilson will send the final summary to John Applewhite for posting on the TNI website.

Agenda item 2 – Action Items from November 16, 2006

1. Jane reported that the question of timing for submittal of new TNI committee applications was raised during the December 13th TNI Board call. Jerry Parr referred the issue to the Policy Committee during that discussion. One of the Expert Committee Chairs had already asked committee members to resubmit, but the rest had not. Ken will follow up with Jerry and the TNI Board Co-Chairs on this issue to determine whether this action needs to be completed before the Denver Forum.
2. Discussion with the Board on November 21 confirmed that the intent is for the meeting of the Standard Development Coordination committee to be open. The group agreed to post a statement on the TNI website noting that interested parties should contact the committee chair if interested in participating in a committee meeting. This will eliminate the need to post a detailed meeting schedule for each committee.
3. Comments were received from Martin and Jane. The draft policy changes are a separate agenda item.
4. The committee agreed to meet the 2nd Thursday of each month at 11:00 am EST. Jane will determine the conference call schedule for 2007 (included in this summary).

Agenda item 4 – Status of WDS documents

Ken stated that the goal is to publish the completed WDS modules on the TNI website by December 29.

Bob DiRienzo noted that the Quality Systems committee has completed its revision of six modules. There may be some editorial changes needed to numbering of the modules, since Volume 1 module numbers 1-3 may end up as guidance documents rather than modules of the TNI standard. Ken will perform a consistency review of the modules, and Jane will review for style issues prior to posting.

Anand reported that the Proficiency Testing modules are completed as well. A decision will be needed as to whether Volume 4 will be part of the TNI standard or a guidance document. The PT

committee supports it as part of the standard, but feedback from other stakeholders is needed in Denver. If it does not become part of the standard, the content should find another owner within TNI, such as the NELAP or PT Boards. Anand will talk to Carol Batterton about the issue.

Agenda item 3 – General comments to DIS documents and DIS status

Ken distributed the response to comments document containing the replies to comments of a global nature that were addressed by the former INELA Program Policy and Structure Committee. He proposed the group vote on the document as a whole, unless there was a need to discuss responses to individual items. It was suggested that blank cells in the document have a short note to the effect of "no action" and "no change to standard" where appropriate.

The group agreed to a vote on the whole document. The committee vote was 6 in favor, 0 opposed (B. DiRienzo absent from vote). Ken will add the committee vote to the table and send to John Applewhite for posting.

The DIS documents (DIS standards and response to comments document) are to be posted on December 15, which will start a 15-day period during which Expert Committee members can reconsider and change their original votes. Since the original voting was done under the INELA organization, Ken suggested that each Expert Committee have their members re-vote via email. This vote represents the committee's approval to release the documents as a modified DIS.

The group also discussed how to notify commenters who provided non-persuasive comments about their right to appeal. Ken will ask Jerry Parr to send a mass email to the general membership noting that the modified DIS and response to comments documents are available via the website and to refer to those documents for the disposition of comments. The text of the website posting will reference the right to appeal.

Agenda item 5 – Comments to TNI proposed Standards Development Policies

The group reviewed the consolidated revisions circulated by Ken, and proposed some additional changes to the Definitions section. Ken also reviewed the additional text in section 3.2 Notification regarding the requirement to perform an announcement of future standards development work that is subject to public comment. The text is derived from ANSI requirements, and was added as part of discussions with Scott Evans to respond to his issues with the standards development policies.

Ken asked the group to consider a vote on the proposed changes in the draft as well as those discussed during the call. The committee vote was 6 in favor, 0 opposed (B. DiRienzo absent from vote).

Ken will forward the proposed changes to the standards development policies to Alfredo Sotomayor for consideration by the TNI Policy Committee.

Agenda item 8 – Travel Funding for Denver Forum

Jane requested that the committee chairs let their members know that travel funding is available through NSF for the Denver Forum for Expert Committee members (other than those employed by federal agencies). Interested parties can contact Jane directly at wilson@nsf.org for more information.

Agenda item 8 – Organizational structure of the CSDP

The group briefly discussed Ken's proposed structure of the CSDP, where the committee would function as a Board, with the Expert Committees and other necessary functions under it. Ken proposed this structure as one that would disseminate the decision-making power more broadly. Possible additional committees include one to coordinate a glossary, a standards policy committee, and a coordination/consistency committee.

It was proposed to combine the policy and coordination/consistency functions under one committee, with consideration given to the ability to staff each committee with a sufficient number of volunteers. Organizational structure will be discussed again on the next conference call.

The next meeting date/time is January 11, 2007, 11:00 am to 1:00 pm EST.

The meeting was adjourned at approximately 1:00 pm EST.

COMMITTEE REPRESENTATIVES PRESENT:

Ken Jackson (Chair), Jane Wilson (Program Administrator), JoAnn Boyd (Accreditation Process); Martin Tait (Field Activities); Alfredo Sotomayor (On-site Assessment); Anand Mudambi (Proficiency Testing); Robert Di Rienzo (Quality Systems); Sharon Mertens (Accreditation Body)

2007 Meeting Schedule
11:00 am EST to 1:00 pm EST

January 11	July 12
February 8	August 9
March 8	September 13
April 12	October 11
May 10	November 8
June 14	December 13

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	To be Completed By	Date Completed
1	11/16/06	Jane Wilson to ask Jerry Parr for guidance on submittal of Expert Committee member TNI applications.	12/14/06	12/13/06
2	11/16/06	Ken Jackson will ask the TNI Board of Directors for guidance on the need for openness in the SDC Committee meetings.	11/21/06	11/21/06
3	11/16/06	Committee members review the former INELA policies for proposed revisions to incorporate into the new TNI policies and send to Ken Jackson	COB on 12/8/06	12/8/06
4	11/16/06	Committee to identify recurring meeting time	12/14/06	12/14/06
5	12/14/06	J. Wilson to finalize 11/16/06 summary and send to J. Applewhite for posting	12/15/06	12/15/06
6	12/14/06	K. Jackson to discuss TNI committee applications with TNI co-chairs and ED	1/11/07	pending
7	12/14/06	All DIS and WDS documents from EC chairs to K. Jackson for posting on TNI website	12/15/06	12/15/06
8	12/14/06	K. Jackson to add committee vote to global response to comment document and send for posting	12/15/06	12/15/06
9	12/14/06	EC chairs forwarding DIS documents will notify EC committee members regarding 15 day period of vote reconsideration	12/15/06	12/15/06
10	12/14/06	K. Jackson to request J. Parr send membership email regarding posting of response to comments and right to appeal	12/15/06	Postponed pending acceptance of updated policies; to be completed 1/11/07
11	12/14/06	K. Jackson to forward	1/11/07	12/15/06; Policies

		proposed policy changes to TNI Policy committee		endorsed by TNI Board 1/10/07

STANDARDS DEVELOPMENT MILESTONES FOR DENVER FORUM (JANUARY 29, 2007)

Policy section	Action	Date to be Completed
DIS documents		
5.2.12	Modified DIS is made available on TNI website along with Response to Comments document	December 14, 2006
5.2.12	15 day period for Committee members to consider modified DIS and amend previous votes begins	December 14, 2006
5.2.12	Notification to commenters with non-persuasive votes of right to appeal	January 14, 2007
5.3.1	ECs submit chapters of Interim Standard and vote tally to TNI	December 29, 2006
5.3.1	Publication of Interim Standard and vote tally from Interim Standard vote on TNI website	January 14, 2007
n/a	Start of Denver Forum on Laboratory Accreditation	January 29, 2007
WDS documents		
n/a	WDS documents to Ken Jackson	December 15, 2006
5.2.2	WDS is published on TNI website	December 29, 2006
n/a	Start of Denver Forum on Laboratory Accreditation	January 29, 2007

TNI Standards Development Coordination Committee Conference Call
12/14/06, 11:00 – 12:55 EST; 1-641-696-6600/ 70230#

1. Review of November 14, 2006 meeting minutes
2. Action items from the November 14, 2006 meeting.
3. Progress report on the DIS / Responses to comments
    - Status (Alfredo Sotomayor; Sharon Mertens; Martin Tait)
    - Schedule for completion
    - Process for notifying commenters with non-persuasive comments
4. Progress report on the WDS (Anand Mudambi; Bob DiRienzo)
    - Schedule for completion
5. Draft Policies Governing Standards Development
6. Organizational structure of the CSDP
7. Schedule for future conference calls
8. Travel funding for EC members to Denver Forum
9. Other new business