

**SUMMARY OF THE
TNI STANDARDS DEVELOPMENT COORDINATION COMMITTEE MEETING
NOVEMBER 16, 2006**

The Committee held a meeting via teleconference on Thursday, November 16, 2006, at 11:00 am Eastern Standard Time (EST). Chair Ken Jackson led the meeting.

The Chair welcomed the group and thanked them for the continuation of their roles as Expert Committee Chairs in the new TNI organization. A suggestion was made for the Committee to set a recurring meeting time, so that members can block off calendar time in advance.

Guidance was requested on the process and required timing of submittal for TNI committee applications for Expert Committee members that were previous INELA Committee members. Jane Wilson will follow up with Jerry Parr on this issue.

Agenda item 3 – Responses to Comments on the DIS

The deadline for submittal of DIS standards and the corresponding Response to Comments documents to Jan for publication in advance of the Denver Forum is January 3, 2007. A 15-day voting period is required prior to that for the Expert Committees to vote on the changes made to their DIS during the response to comments phase. Expert Committees working on DISs should plan to complete the response to comments work by December 15, 2006. This affects the Field Activities, On-Site Assessment, and Accreditation Body Committees.

The group discussed what is required in terms of the Response to Comments documentation. The three committees working on DIS documents have all been handling this in slightly different ways. The group reviewed the comment response summary matrix that Jan prepared for the Field Activities committee. The matrix is a cut/paste of information captured by the Field Activities Committee in the individual comment documents. Other Expert Committees have been documenting votes on persuasiveness of comments, wording changes, etc. in their committee meeting minutes rather than on the individual commenters' sheets. Jan has prepared the same summary matrix for the On-site Assessment and Accreditation Body Expert Committees.

The group discussed in detail the information captured on the summary matrix, and whether it is sufficient for responding to commenters. It was agreed the Resolution column (Res*) will document the resolution code, as well as the committee vote tally on persuasiveness. The Rationale column will be used to capture the Expert Committee's rationale for the resolution and any applicable comments. One additional column labeled Final Action/Wording will be added to capture the committee's actual changes to the document, as applicable. Where this information is captured in other documents, such as meeting minutes or the DIS itself, specific references can be provided instead of duplicating existing text.

Some Expert Committee Chairs noted that not all of their committee actions had taken when a quorum of the Committee was present. In these cases, tentative actions have been taken, and the

Chairs will have their Committee confirm the actions taken to date by vote in the presence of a quorum upon completion of the summary matrix for their committee. This may be done by a line item vote of each matrix entry, or a comprehensive vote of the matrix in its entirety.

It was noted that general comments submitted for some individual modules had been referred to the former INELA Program Policy and Structure Committee for resolution. Ken is responsible for those comments and will complete the response to comments entries on the matrices.

Agenda Item 4 – Progress Report on the WDS (Proficiency Testing, Quality Systems)

Expert Committees currently working on WDS documents are progressing. It was noted that some Expert Committee members have asked that WDS documents be available in red-line format to facilitate the visual tracking of changes that have been made to the documents. Jan will be requested to provide this for the next Forum to facilitate discussion about changes to the documents. For the Proficiency Testing Expert Committee, some document sections have been changed so extensively that red-lined changes would not be useful at this time.

WDS drafts are also due to Ken by December 15, 2006.

Agenda Item 1 – Organization and Structure of the Consensus Standards Development Program

This item was not fully discussed by the group and will be a topic of the next meeting's agenda. Ken proposed the potential need for committees addressing a glossary and the standards development policies. He also proposed that the organization may function better as a Board structure with committees, rather than as a committee with sub-committees.

Jane Wilson reported on the Program Administrator's responsibilities:

- Provide summary reports to Executive Director in advance of TNI Board of Directors meetings
- Provide note-taking for TNI Board of Directors on a rotating basis.
- Serve a liaison role between Board and assigned TNI Committee

Jane also volunteered to provide support to the Expert Committee Chairs for their committee meetings as needed, including access to toll-free teleconference support and web-based document collaboration to help facilitate committee discussions. The Expert Committee Chairs can add Jane to their rosters so that she is notified when meetings are taking place.

Agenda Item 5 – Draft Policies Governing Standards Development

Comments on the standards development policies are to be forwarded to Ken Jackson by December 8, 2006 for discussion during the next meeting. Committee members should propose any changes they would like to see incorporated into the policies. Revisions will be prioritized for

consideration during ANSI's review of the organization's transition to TNI, and a second phase of more comprehensive changes.

The next meeting date/time was set for December 14, 2006, 11:00 am to 12:30 pm EST.

The meeting was adjourned at approximately 12:30 pm EST.

LIST OF ACTION ITEMS

Item No.	Date Proposed	Action	Date to be Completed
1	11/16/06	Jane Wilson to ask Jerry Parr for guidance on submittal of Expert Committee member TNI applications.	12/14/06
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
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
4	11/16/06	Committee to identify recurring meeting time	12/14/06

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
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COMMITTEE REPRESENTATIVES PRESENT:

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

**TNI Standards Development Coordination Committee Conference call;
11/16/06, 11:00 – 12:30 EST; 1-641-696-6600/87324#**

AGENDA

1. Organization and Structure of the Consensus Standards Development Program:
 - Program Administrator's duties (Jane Wilson)
 - Committees
2. Action items from the August 18 meeting.
3. Responses to comments on the DIS
 - Progress (Alfredo Sotomayor; Sharon Mertens; Martin Tait)
 - Plans and schedule for completion
5. Progress report on the WDS (Anand Mudambi; Bob DiRienzo)
 - Plans and schedule for completion
6. Draft Policies Governing Standards Development
7. Other business.