

Non-Governmental Accreditation Body Working Group
January 28, 2015

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 10:30 am CDT on January 28, 2015. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

Name	Stakeholder Group	Present
Alfredo Sotomayor, Chair	TNI Board member	√
Kristin Brown	NELAP AB	√
Jim Todaro	Laboratory	Absent
Cheryl Morton	Non-governmental accreditation body	√ (Geneva Bowman)
Steve Arms	Chair, TNI Advocacy Committee	√
Dave Speis	Chair, TNI Finance Committee	√
Carol Batterton	TNI staff support	√
Jerry Parr	TNI Executive Director	√

TNI Non-governmental Accreditation Body Recognition Committee (TNRC):

Name	Stakeholder group	Present
Kim Watson	Accredited FSMO, NEFAP EC	Absent
Judy Morgan	Laboratory, LASEC Chair	√
Daniel Lashbrook	Laboratory	√
Joe Aiello	NJ DEP (State NELAP AB)	Absent
Marlene Moore	Other, NEFAP Recognition Comm.	√

Alfredo asked members to review minutes of the previous meeting and send any corrections to Carol.

2. Crystal City PowerPoint

Carol provided an initial draft outline of a PowerPoint for the Crystal City meeting. Members reviewed and suggested that an explanatory slide be added for each bullet on the “activities to date” slide. In addition, the following bullet points were added to the “Next Steps” slide:

- Outreach to potential NGABs

- Communication with the NELAP AC and NEFAP
- Create logos
- Hold additional webinar
- Create database for labs accredited by NGAB
- Create agreement for use of logos
- Appoint Evaluation Coordinator

The timeline for accomplishing the major tasks was proposed as follows:

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|---|-------------------|
| • Post RFP for lead evaluator (LE) | 2-9-15 |
| • Award contract for LE | 3-9-15 |
| • Conduct additional webinar for evaluators | Prior to 4-17-15 |
| • Accept applications from NGABs | 3-2-15 to 4-17-15 |
| • Conduct evaluations of applicants | Summer 2015 |
| • Recommendations to TNRC | Fall 2015 |
| • Recognitions granted by TNRC | Fall 2015 |

Alfredo will make the presentation at the Crystal City meeting.

3. FoA technology tables

Daniel and Judy reported on their review of the technology tables to determine if anything was missing or needed to be changed. Daniel reported that he did not find anything. Judy was waiting to hear back from staff, but the table seemed to be ready to post for NGAB applicants.

4. RFP for evaluator training

Members reviewed the revised draft RFP for the Lead Evaluator. Jerry indicated that the RFP could be posted on Monday, February 9, after the Crystal City meeting. Dates in the RFP will be adjusted to reflect this posting date. Under Cost Proposal, members agreed to allow each proposer to present a detailed cost proposal without specifying if the proposal should be hourly or a flat rate per evaluation. The RFP was revised to show that travel costs will be paid directly by the NGAB. Additional editorial changes were also made.

5. Revised timeline

See attached roll out task list. (Still needs some work)

6. Next Meeting

The next meeting will be February 2, 2015, at 8:00 am Eastern time in Crystal City.

NGAB Roll Out Task List

Task	Due date	Status
1. Approve Evaluation SOP	3-11-15	
2. Hold evaluator training	2-1-15	Contract awarded
3. Post RFP for Lead Evaluator	2-9-15	
4. Design logo (Brooke?)	4-1-15	
5. Hold assessor training for ABs (or direct to existing webcast on TNI website?)	On website	
6. Create web page for NGABs	Yes	
7. Award contract for LE	3-9-15	
8. Accept applications from ABs	3-2-15 to 4-17-15	
9. Application completeness deadline to be in first class of ABs	30 days	
10. Schedule and conduct onsite evaluations of applicant ABs	Summer 2015	
11. Recommendations for recognition of ABs sent to TNRC	Fall 2015	
12. Grant recognitions	Fall 2015	