

Non-Governmental Accreditation Body Working Group
 TNI Non-Governmental Accreditation Body Recognition Committee
 June 21, 2016

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group and the TNRC meeting to order at 9:00 am CDT on June 21, 2016. The following members were present:

Non-Governmental Accreditation Body (NGAB) Working Group:

Name	Stakeholder Group	Present
Alfredo Sotomayor, Chair	TNI Board Chair	✓
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	Absent
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	✓
Yumi Creason	State Accreditation Body	✓
Marlene Moore	Other, NEFAP Recognition Comm.	Absent
Ilona Taunton	Evaluation Coordinator and Lead Evaluator	✓

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

2. Update on evaluations

Ilona reported that the observation for A2LA has been scheduled. The evaluation team is finishing up the report on PJLA and waiting for a response from ANAB. In general, all seem to be in good shape, but will need a few adjustments for compliance with TNI standards. As a reminder, Ilona noted that the

TNRC will need an appeals process for recognition decisions. The NEFAP SOP would be a good starting place for developing an SOP.

3. Reorganization of non-governmental accreditation activities

Alfredo informed the group that the TNI Board had approved the draft charter that the working group and TNRC presented with only a few minor modifications. Alfredo noted that he had yet not invited a PTP EC member to join the group. He wanted to wait until the tasks were more defined before extending an invitation. In order to stimulate conversation, Alfredo had previously sent an email listing topics that may need to be addressed in the organizational plan for comment (see attachment 1).

Comments from the group included:

- NELAP is in the process of revising their evaluation SOP. Observations will be de-emphasized and much of the work will be done off-site. We should keep track of how the NELAP SOP develops.
- How do we define success for this effort? Is it one evaluation process for all programs?
- Do we use volunteers or staff? There is a budget impact with staff that we need to keep in mind.
- We should put the existing NGABs on staggered three year cycle and not evaluate all three in one year. This will even out the budgeting.
- We need to keep technology in mind and maximize use.
- Reorganization should occur in such a way that we can add on other programs without another major reorganization, i.e., accommodate expansion without restructuring.
- Our current organizational structure is based on core programs and some things don't fit. We should take a fresh look at the total structure recognizing that we have evolved since the early days.
- What can we learn from other organizations' structures? WEF, AWWA, ASTM, National Fire Protection Association are a few possibilities.
- If recognition activities are centralized, other duties performed by the EC's would have to be re-assigned.

4. Next steps

Alfredo proposed that a small group consisting of Jerry, Judy, Carol and himself meet on July 8 at 11:00 am to review organizational charts of other groups and form an agenda for the next meeting. Jerry will look at the ANSI website, Judy will look at NFPA, and Carol will look at ASTM. We will circulate org charts ahead of time if possible.

5. Next Meeting

The next meeting of the NGAB working group and TNRC is scheduled for Tuesday, July 19, at 9:00 am Central time. Members agreed to establish the third Tuesday of each month at 9:00 am as the regular meeting time.

Attachment 1

Identify all non-regulated accreditation or recognition programs within TNI

Core functions alignment

Communication with stakeholders and interested parties

Big-picture diagram, how will the structure look?

Start with the bigger pieces and then populate them with details

Governance of units and conglomerate

Reporting mechanisms within units and to TNI Board

Avoiding duplication

Maintaining consistency

Changes and realignment for existing committees

NELAP

Budget considerations

Project timelines

Implementation options: gradual, delayed, en-masse

Deliverables to TNI Board

PT Provider Recognition

Stationary Source Audit Sample Program

NEFAP

Non-NELAP States

NGAB Recognition

Role of LASEC

Retaining needed independence of standards development function

Counterpart to LASEC in Non-regulatory accreditation and recognition

Mega recognition committee

A single EC or several ones

TNI promotion

Directory of recognized entities

Maintenance of accurate information

Evaluation for all programs at the same time requires more complex teams and more on-site time

Remote media to fulfill observation requirements

Remote media to conduct evaluation

Fiscal solvency of multi-program accreditation for TNI

Marketing to promote and avoid misconceptions

Liability for TNI as a recognizing body

Logos, seals, insignia

Volunteers or professionals?

The Importance of Being Earnest

Conflicts of interest