

Non-Governmental Accreditation Body Working Group
July 15, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 10:00 am CDT on July 15, 2014. The following members were present:

NAME	Stakeholder Group	PRESENT
Alfredo Sotomayor, Chair	TNI Board member	✓
Marlene Moore	NEFAP	Absent
Kristin Brown	NELAP AB	✓
Jim Todaro	Laboratory	Absent
Cheryl Morton	Non-governmental accreditation body	✓
Steve Arms	Chair, TNI Advocacy Committee	✓
Carol Batterton	TNI staff support	✓
Jerry Parr	TNI Executive Director	✓

2. Approval of Minutes

Alfredo asked members to review the minutes of the previous meeting and send changes or additions to Carol.

3. LASEC Administration of the NGAB program

Kristin reported that she had discussed the possibility of the LASEC overseeing administration of the NGAB program with Judy Morgan, chair of the LASEC. Judy indicated that LASEC is not opposed to the idea, but wanted more detail on the specific duties. The NGAB working group brainstormed the following potential duties:

- Developing SOPs and policies as needed
- Developing training on the evaluation SOP
- Recordkeeping
- Issuing certifications and managing scopes of accreditation (this may be a TNRC responsibility)
- Sponsoring a regular (annual?) AB caucus joint with NELAP state ABs to discuss issues of common interest, SIRs, and consistency issues
- Responding to complaints
- Performing QA/QC on the NGAB process, is it working?

Other duties that may need to be performed, possibly by staff, include fee collection, tracking of accredited labs, and logo design.

Alfredo suggested that these above administrative duties could be performed by TNI staff in the near term and transferred to LASEC in the future.

4. Status of TNRC appointments

Steve Arms reported that only 3 nominations for the TNRC were received. The Nominating Committee is looking for more candidates possibly from the TNI Board and the NELAP AC. It is uncertain whether or not this activity will be completed before the DC meeting.

5. NGAB Working Group meeting in DC

Alfredo suggested that the agenda for the NGAB working group meeting in DC include a re-cap of accomplishments to date, a status report on the appointment of the TNRC, and a discussion of the management needs for the NGAB program, as well as an update on the Evaluation SOP. Following the meeting, this agenda was sent to Jerry:

- Introduction of TNRC members (or status report on progress if not appointed yet) and discussion of roles
- Review of highlights of Evaluation SOP
- Steps to final Implementation
 - Program management
 - Budget

Alfredo reported that the Policy Committee had reviewed the Evaluation SOP and made several suggestions for minor clarification. Alfredo noted that we will need to ask for input from meeting attendees on the confidentiality issue and interviewing of assessors. We will also need to discuss how to coordinate the simultaneous program evaluation for ISO, NEFAP, and NELAP. We should also discuss the 3year vs. 4 year evaluation cycle and SIR process. Alfredo will make the changes suggested by the Policy Committee and forward to the working group. The final SOP will be also forwarded to the NELAP AC and the NGABs prior to the DC meeting.

6. Next Meeting

The next meeting will be Thursday, August 7, 2014, at 9:00 am in Washington, DC.