

Non-Governmental Accreditation Body Working Group
 TNI Non-Governmental Accreditation Body Recognition Committee
 July 19, 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 July 19, 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	√
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	√
Judy Morgan	Laboratory, LASEC Chair	√
Daniel Lashbrook	Laboratory	√
Yumi Creason	State Accreditation Body	Absent
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 all of the observations have been completed on NGAB applicants for recognition and all applicants have received their evaluation reports. One of the applicants had indicated they will not have their responses to the evaluation report completed before the Orange County meeting. Ilona

believes that it will be possible to announce the recognitions in early September. The TNRC will need to convene before that and formally grant the recognitions. Alfredo and Ilona reminded the group that we will still need to develop an SOP for appeals to recognition decisions before that time. Alfredo asked Ilona to prepare a presentation for the Orange County meeting outlining progress to date on recognitions and lessons learned in the evaluation process.

3. Reorganization of TNI recognition activities

Alfredo presented the draft organizational chart that the subcommittee of Judy, Carol, Jerry and he developed for discussion. He reviewed the general principles guiding the development of the chart:

- All recognition activities should be placed under one group
- Placing regulatory and non-regulatory activities in separate places in the organization would involve too much duplication
- The draft structure includes a “Recognition Coordination” committee to oversee consistency in recognition activities in all programs. Did not want to use the term “Executive Committee” for this function.
- Any new structure should provide opportunity to expand without another reorganization

Comments on the draft structure included:

- Training should be added under the Administrative structure
- All of the programs (NEFAP, PT, etc.), should show the EC for consistency
- One alternative to the structure presented would be to show all recognitions related to laboratory accreditation under the LASEC. There could be separate branches for the NELAP AC and the TNRC. We will need to explain to the NELAP AC that the organizational structure is not meant to indicate that any group has control over the AC, but only to show relationships and assure efficiency and consistency.
- The name “NGAB” is confusing in the organizational structure. We should use a different name.
- Another alternative structure would have NELAP in one branch and all NGAB programs in the other (TNRC, PTEC, NEFAPEC and SSAS)

Based on comments, Alfredo will revise the draft chart and develop others for discussion in Orange County along with bullet points to explain rationale.

4. Next steps

Alfredo, Ilona and Carol will work on the presentation for Orange County which will include the update on recognition applications and lessons learned along with draft organizational charts for discussion.

5. Next Meeting

The next meeting of the NGAB working group and TNRC should be on Tuesday, August 16, at 9:00 am Central time. However, the chairs may choose to modify this date given the meeting in Orange County the previous week. The committee will work on a complaints/appeals process at that time. Members agreed to establish the third Tuesday of each month at 9:00 am as the regular meeting time.