

Non-governmental Accreditation Body Working Group
March 25, 2012

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 10:00 am CDT on March 25, 2012. The following members were present:

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

2. Introductions

Alfredo asked each member to introduce themselves and explain their interest in NGAB accreditation.

3. Charter

Alfredo reviewed the draft charter for the working group and asked for suggestions on revisions. The revised charter is shown in Appendix 1.

4. Review of Concept Paper

The working group discussed the concept paper that the TNI Board had approved for NGAB recognition. The purpose of the review was for understanding and not revision or editing. Some issues identified for further discussion included determining how to maintain equivalency of

programs between state ABs and NGABs, requirements (constraints) for NGABs who may be ILAC signatories, and integration of NEFAP and NELAP for NGABs.

6. Next Steps

The working group agreed on the 2nd and 4th Mondays at 10:00 am Central time for a meeting schedule. Prior to the next meeting Carol will send out the minutes from the NGAB stakeholder meeting in Denver, the NELAP Evaluation SOP, and the NEFAP Evaluation SOP for group review.

7. Next Meeting

The next meeting will be Monday, April 8 at 10:00 am CDT.

COMMITTEE CHARTER

1. Committee Name: NGAB Working Group	2. Version: Rev 0	3. Date: As approved by the Board
4. Mission Statement: The purpose of this committee is to recommend to the TNI Board the SOPs and Policies to be used by TNI to approve non-governmental accreditation bodies (NGAB) to grant accreditations in conformance with the applicable TNI standards, and to assure that the NGAB is capable of managing an accreditation program in a consistent, uniform manner.		
5. Program Administrator: <i>Jerry Parr, Carol Batterton</i>		
6. Committee Members: <i>(indicate Chairperson, insert rows as necessary for additional members)</i>		7. Stakeholder Group: <i>(Accrediting organization, accredited laboratory, other)</i>
Alfredo Sotomayor		TNI Board member
Marlene Moore		NEFAP
Kristin Brown		NELAP AB
Jim Todaro		Laboratory
Cheryl Morton		Non-governmental accreditation body

Steve Arms	Chair, TNI Advocacy Committee
Carol Batterton	TNI staff
Jerry Parr	TNI staff
8. Objectives: <i>(insert rows as necessary for additional objectives)</i>	
✓ Develop recommendations for the evaluation and recognition process for NGABs	
✓ Determine what SOPs and policies are necessary for NGAB program (complaints, etc)	
✓ Develop draft SOPs and policies as determined above	
✓	
✓	
✓	
✓	
✓	
9. Key Milestones: <i>(significant events and corresponding dates)</i>	
<ul style="list-style-type: none"> • Present recommendations for evaluation and recognition process at summer meeting in San Antonio, August 2013 • Present draft SOPs and Policies to TNI Board at January 2014 meeting in Louisville • Submit final SOPs and Policies to TNI Board for approval by March 2014 • Implement the program in 2014 	
10. Considerations: <i>(assumptions/constraints/obstacles/risks)</i>	
.The working group will consult with the NEFAP on development of SOPs and consider the NEFAP model to the extent possible. The process designed for approval of NGABs should be no less rigorous than that used for recognition of state NELAP ABs and should be designed to be self-sufficient.	
11. Available Resources:	
TNI staff support will be provided.	
12. Additional Resources Required:	
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13. Anticipated Meeting Schedule: <i>(specify meeting format and frequency)</i>	
The working group will conduct most business by conference call on a schedule set by its members, but at least one face to face working meeting may be needed after the San Antonio meeting.	