

**TNI Policy Committee Meeting Summary
Friday, November 18, 2016**

1. Welcome, Roll Call and Announcements

The meeting was called to order by Patsy at 11:00 am Eastern. Attendance is recorded in Attachment 1.

2. Revising the Charter Format

Revisions to the Policy Charter, which will serve as a template for all committee charters, resumed with the third objective. Discussion of the full document was completed, and the current draft is contained in Attachment D, below.

Review and revision will continue at the next meeting, to include discussion of how to include an item about default decision rule for the committee, addressing SOP 1-02.

Participants also agreed that a procedure is needed for all committees, about creating charters and annual work plans, and that this should be developed after conference in Houston. The concept of using a spreadsheet to track the status of TNI's SOPs and policies once they emerge from the committee draft stage was enthusiastically received, also.

3. Vote on NEFAP SIR SOP 5-106

This SOP was reviewed and approved (with only minor edits) at the April 3, 2015, meeting but since a quorum was lacking that day, the vote was postponed until the next meeting, but never got scheduled on the agenda. Participants noted that the edits still needed to be made, and the Program Administrator has been so informed; Mei Beth moved and Calista seconded to approve this SOP pending those minor edits, and the vote was unanimous to approve the NEFAP SIR SOP 5-106.

4. Review of NEFAP Nominating SOP 5-103

The NEFAP Program Administrator had asked that this SOP be reviewed now, despite an earlier decision (June 22, 2016) to hold it in abeyance until the Nongovernmental AB Workgroup completes its planning and proposal for restructuring TNI's AB recognition programs. Participants noted that the current version of the SOP is considered "provisional" and thus is implementable by the originating committee, and declined to reverse its earlier decision to postpone final review and submission to the Board for endorsement.

5. Review of PTPEC Complaint SOP 4-102

The committee's meeting time did not permit taking up this SOP, but it will be the first item for the December 2 meeting. Eric later provided a redline/strikeout comparison document showing changes from the previous version of this SOP, as the committee requested.

6. Future Meetings

Policy Committee will meet again on December 2 at 11 am Eastern. The committee will take up the PTPEC Complaint SOP 4-102 and then resume work on the revised Charter format and committee work plans.

Policy Committee will NOT meet later in December; the next meeting after December 2 will be January 6, 2017.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	Yes
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org		No
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
89	Prepare individualized committee self-audit checklists and circulate to individual committees	Ilona with subcommittee	Responses from committees requested for February 2017	Delivery to committees after November newsletter article is published, per BoD
93	Send results of guidance request review to Chemistry Expert Committee and NELAP AC	Alfredo	ASAP	Revised document sent by Lynn to both groups
97	Formulate recommendation for updating and maintaining charters in new format	Jerry and/or Lynn	Charter format review underway during October, November & December 2016	Add language about charters and annual implementation plans to both SOPs 1-101 and 2-101, along with annual self-audit requirement using checklist(s.) Revised SOPs need to be available when or shortly after the final QMP is approved.
98	Review LAMS ITQA and determine if update is needed to accommodate incorporation of methods	Jerry	Date of decision not specified	If update is required, assignment will go to the IT Committee and TNI's Database Administrator
100	Provide comments on style guide for incorporation into standards formatting SOP	Jerry	quickly	No further action until review of SOP arrives at Policy Committee
101	Provide updated versions of PTPEC and NEFAP SOPs/Policies if available	Ilona	Prior to November 18 meeting	Updated SOPs received and distributed for November 18 meeting
102	Provide draft template for charters. [See item 8, Attachment C, for additional item about additional stakeholder categories.]	Patsy	Prior to December 2 meeting	
103	Provide draft spreadsheet for tracking reviews of SOPs and policies and communications with the originating committees	Patsy	Prior to December 2 meeting	

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
6	New Committee Charter format should include listing for Executive Director as ex-officio member for all committees (per Bylaws.)	9/20/13	Charter format being revised so that membership, budget and annual activities will be placed in a separate "implementation plan" per the QMP. to be upgraded to address committee annual budgets later this year. This item will be deleted
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	Address with revision of Charter format
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by the organization.	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just "TNI training" (e.g., NELAP Evaluation SOP 3-102)
15	Updates to Committee Chair training materials should include QMP when adopted as well as the need to specify decision rules (per SOPs 1-101 and 1-102)	3/4/16	Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues
16	When internal audit checklists are posted to the website, be sure to add a disclaimer that those will be uncontrolled and may not be the latest version	5/9/16	Internal audit database will NOT be publicly available.
17	Review Ethics and Corporate Governance documents (as removed from the QMP) for possible updates	6/3/16	
18	Develop new policy about implementation dates for SOPs, based on recent decisions affirming the practice of completing activities underway with the former revision but newly initiated activities with the most	7/8/16	

	recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102		
19	Ensure that "ASAP" gets replaced with definite length of time during the next revision of the NELAP Evaluation SOP 3-102	11/4/16	
20	Develop and document a process to ensure that the latest versions of all TNI documents are promptly posted to the TNI website, with some method of notifying committee chairs (or those who sign up for updates about documents, which would need to be mandated for committee chairs and staff.) See also #11, above.	11/4/16	
21	Develop a procedure is needed for all committees, about creating charters and annual work plans	11/18/16	

Attachment D

Working Draft of Revised Charter Format for Policy Committee

(status after November 18 meeting)

Policy Committee

2016 Charter

(Revised: xx-xx-2016)

Mission

Develop and maintain general policies and procedures for the Institute.

Under the direction of the TNI Board of Directors, the Policy committee will:

1. **Develop policies and procedures** that address multiple TNI programs, which are then adopted by the TNI Board.
2. **Review new and existing policies** and procedures for conformity and consistency with TNI's mission and strategic plan; may seek advice, support and/or approval from the TNI Board of Directors.
3. **Accept and resolve** issues regarding TNI decisions, procedures, or operations except those regarding program recognitions, accreditation body accreditations, consensus standard activities covered under SOP 2-100 or standard interpretation requests.

Composition of the Committee

1. The Policy committee Chair is the Secretary of the TNI Board of Directors
2. Committee members represent each core TNI program; terms to coincide with the committee they represent
3. There is no requirement for balance of membership
4. May include at-large members with unlimited terms
5. Ex Officio members may participate as they choose or as requested per the TNI Bylaws
6. The nature of the committee's operations makes it inappropriate to allow associate members

Objectives

1. Develop general Policies and Procedures for the operation of TNI.
 - **Success Measure:**
 - The TNI Board of Directors endorses the policies and procedures developed by the Policy Committee.
2. Review new and existing policies and procedures developed by TNI program components; ensure policies and procedures are consistent with stated TNI purposes and positions. Ensure policies and procedures are stored and maintained
 - **Success Measures:**
 - Committee has procedure(s) to review TNI program policies, SOPs, TNI Bylaws and other documents
 - Develop Guidance, upon request.
 - Maintain a "Master List" of all SOPs, Policies, and other key documents through a self audit

- Review committee drafts within three months of receipt, and respond within one month of completion of review.
3. Establish a procedure for ensuring that all final and implemented Policy committee procedures, guides and policies are available to the TNI membership.
- **Success Measure:**
 - TNI Board endorses the Policy committee procedures, guides and policies that it has reviewed
 - Policy committee procedures, guides and policies to be provided to the TNI webmaster for posting to the TNI website
4. Serves as a general resource to the TNI Board, providing information and recommended solutions to specific issues, as requested.
- **Success Measure:**
 - Issues receive prompt investigation and recommended resolutions, where those issues are not appropriately directed to individual programs for response.
5. Work Plan: the committee will create or review the Work Plan on at least an annual basis and as part of any internal audit process.
- **Success Measure**
 - Work plans are presented to the TNI Board for review on at least an annual basis

Decision Making

- **Decision on review of any TNI procedure, policy or guide changes will be made according to SOP 1-102 (Majority Vote) and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain**

Available Resources:

- Volunteer committee members
- Secretary of the Board of Directors
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of calls to be published on the TNI website
- Face-to-face meetings as needed at TNI conferences