

Summary of Policy Committee Meeting
May 4, 2010

1. Roll Call

Alfredo Sotomayor, Committee Chair, called the meeting to order at 1:00 PM CDT on May 4, 2010. Attendance is recorded in Attachment 1.

There were no comments on the previous minutes and Alfredo will forward for posting on the TNI website.

2. Program Updates

Silky Labie reported that Quality Systems was working through the process to make one of their TIA's final.

Carol Batterton reported for the NELAP Board that the onsite evaluation for MN's program would be next week. The ABs are also getting ready to start the first round of recognition fee assessments, and working on their action plan in response to the memo from the TNI Board.

3. SOP 1-105: Process for Creating Guidance

Alfredo reviewed the revisions he had made to this SOP based on previous discussion and comments from Bob Wyeth and the TNI Board. Revisions include the following:

5.0 Enforceability of Guidance was added to address concerns about ABs trying to enforce guidance as a standard.

The disclaimer was moved to 5.4

7.0 - no change

8.0 to 8.2 reflect Alfredo's discussions with Bob Wyeth. 8.2.2 is important because it determines how much scrutiny a proposal will get.

9.2.2 is final committee review.

Comments from Policy Committee included:

How do we define which guidance needs more scrutiny?

What if guidance turns out to be standards interpretation? Can Policy Committee rescind approval?

The purpose of guidance needs to be fully explained.

If TNI's name is on it, then it needs a very thorough review.

If guidance doesn't apply to TNI standard, then it shouldn't have TNI's name on it, e.g. method interpretation.

The purpose of guidance could be stated as "guidance about issues related to implementation of TNI standards or TNI operations".

TNI needs to set up a clearinghouse for method issues in the future.

Should we even have multiple levels of review? All TNI documents may need the same level of review.

Will have to set expectations for document developers if all documents require full review. "Quick" review probably won't happen.

May need to consider a penalty clause if final guidance ends up with elements that were not approved. Can we rescind approval?

Alfredo asked Gary, Silky, and JoAnn to develop a list of scenarios and options for guidance development and approval that can be considered and discussed at the next meeting.

4. NEFAP SOPs

Alfredo presented the NEFAP SOPs 10-101, 10-102, and 10-103 for Policy Committee approval. JoAnn Boyd moved approval. Silky Labie seconded. All present voted in favor.

SOP 10-104: Dispute Resolution was presented for discussion. Comments and discussion included:

It would be good to share this with the NELAP Board.

Is there enough information for direction and action in Section 5.1.3?

It may be intentionally vague, but could provide comments to NEFAP to provide more clarity on how "validity" will be determined in next revision.

John Moorman will get input from NEFAP on validity determination.

5. Bylaws

Alfredo reported that he had received comments from Jerry Parr on the Policy Committee's suggestion to revise language about the scope of the PT Board. The suggestion was well received. Alfredo also stated that there would be a revision making the chair of the Policy Committee part of the TNI Executive Committee. Alfredo will send these changes later in the week and send the final version.

6. Next steps

Gary, JoAnn, and Silky will develop scenarios and options for types of guidance and levels of approvals needed.

Alfredo will make final revisions to the Bylaws and forward to Jerry Parr.
 John Moorman will get information from NEFAP on dispute resolution SOP
 (validity of complaint)
 Continue discussion of complaint resolution SOP

7. Next meeting

The next meeting will be May 20, 2010, at 1:00 pm CDT.

Regular meetings will be the first Tuesday and third Thursday of each month.

**Table 1
 Attendance**

Name	Representing	Present
Alfredo Sotomayor	TNI Board	X
Bob Wyeth	At Large, CSD Board	Absent
Gary Dechant	PT	X
John Applewhite	Technical Assistance	X
Jo Ann Boyd	LASC	X
Silky Labie	CSD	X
Jerry Parr	Ex Officio	Absent
Steve Stubbs	NELAP Board	Absent
Susan Wyatt	Advocacy	X
Mei Beth Shepherd	Associate	X
John Moorman	NEFAP	X
Carol Batterton	TNI Staff	X