

Non-Governmental Accreditation Body Working Group
May 29, 2014

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 10:00 am CDT on May 29, 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	Absent
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. Nomination Committee Announcement and Application Form

Jerry presented a draft of the announcement for formation of the TNRC and request for applications for members. After discussion and minor editing, Jerry indicated that the announcement would be placed on the next TNI Board agenda for approval, along with the Nominating Committee SOP.

Note: On their June 11, 2014, call, the TNI Board approved the Nominating Committee SOP, along with the announcement soliciting applications for the TNRC. Tentative timeline is:

- **June 27, 2014-** Deadline for submission of application by potential candidates.
- **July 3, 2014-** Based upon a review of applications, the Nominating Committee develops a slate of candidates.
- **July 9, 2014-** The TNI Board of Directors reviews the slate and elects members to the TNRC.
- **July 10, 2014-** The TNRC begins operation.

4. Evaluation SOP

The last and final draft of the SOP of the SOP was discussed. Carol indicated that she had incorporated the meeting topics for the opening and closing meetings into the body of the SOP. Alfredo requested a note be inserted indicating that this may not be the final arrangement.

Carol also indicated that even with some juggling of **Appendix A – Target Timelines**, the recognition process still exceeded one year if all of the back and forth options had to be exercised. Alfredo will review and see if the times can be reduced. The draft final SOP will be posted with the announcement for applicants for the TNRC.

The SOP will be circulated one last time to Working Group members for final comment. The SOP will then be forwarded to the Policy Committee for review with a target date of July 9 for TNI Board approval. A courtesy copy will also be sent to the NELAP Accreditation Council and all NGABs.

5. Other issues

Jerry will continue to coordinate with the Finance Committee on development of a budget for the NGAB program and fees for applicants. We will need this information for discussion at the summer meeting.

At the next working group meeting, we will discuss the future role of the working group.

6. Next Meeting

The next meeting will be Thursday, June 19, 2014, at 10:00 am Central.