

Non-Governmental Accreditation Body Working Group
September 13, 2013

1. Roll Call

Alfredo Sotomayor called the Non-Governmental Accreditation Body (NGAB) Working Group meeting to order at 10:00 am CDT on September 13, 2013. 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	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

The group reviewed minutes from the August 29, 2013, meeting. Steve moved approval and Kristin seconded. All present voted in favor to approve the minutes with these edits.

3. Review of draft SOP sections

The working group started by going back over 5.1 TNI Non-Governmental Accreditation Body Recognition Committee (TNRC) in total and compare what we have written to the NEFAP SOP to make sure we haven't left out any critical elements also, Steve Arms had provided language for the Recognition Committee under 5.1.4.

There was significant discussion about the roles of the Evaluation Coordinator (EC), the Lead Evaluator (LE), and The Non-governmental Accreditation Body Recognition Committee (TNRC). Comments and clarifications on this included:

- Historically in the NELAP program the EC is an administrative position, but can assume non-administrative duties.
- The EC is selected by the TNI Executive Director.
- There is a significant difference in duties of the EC between NEFAP and NELAP, the position is purely administrative in NEFAP. In NELAP, the EC coordinates staffing of the evaluation team.

With regard to terms of the TNRC, the group decided that no terms are needed. The TNI Board should review composition of the TNRC every 3 years. This may not need to be in the SOP.

In Section 5.1.4, Steve indicated that much of his added language came from the NEFAP SOP. The group suggested that the bullets be changed to active voice. In the fourth bullet, “simple majority” was changed to “consensus”. We also agreed that email was equivalent to “in writing”.

Also, a bullet will added under duties of the TNRC indicating that they will provide an annual report to the TNI Board about training needs for the evaluation team and any needed revisions to the evaluation SOP. The Board ultimately has responsibility for this program.

Discussion will continue at the next meeting at Section 5.2. On the role and duties of the EC, initial comments on this section included:

- The EC is an observer and may not challenge the process or findings.
- The EC observes for consistency and is not a part of the evaluation team.
- Should we delete the sentence that the EC participates in site visits?

4. Next Meeting

The next meeting was set for September 23 at 2:30 pm CDT. We will continue reviewing the draft SOP beginning at Section 5.2. Carol and Alfredo will discuss how to proceed on Section 6.0. The working group will target two weeks before the Louisville meeting to have a draft SOP on the TNI website for review.