

1
**SUMMARY OF THE
TNI
POLICY COMMITTEE MEETING**

JUNE 27, 2007

The Policy Committee of The NELAC Institute (TNI) met on June 27, 2007 at 1:00 PM (ET) by teleconference.

Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources, led the meeting. A list of committee members is given in Attachment A. A list of the action items generated during this meeting is included in Attachment B. The meeting agenda is given in Attachment C.

ANNOUNCEMENTS, STATUS OF ACTION ITEMS, AND APPROVAL OF MINUTES

Mr. Sotomayor noted that the action items generated during the last meeting had been completed, but there still needed to be clarity on the interactions between the National Environmental Laboratory Accreditation Program and the TNI Policy Committee. The NELAP Board had not responded regarding the questions about TNI membership for NELAP Board members.

The committee approved the minutes of the May 23 minutes for posting on the TNI Website.

Mr. Sotomayor and Ms. Carol Schrenkel discussed a standard operating procedure (SOP) forwarded by the Laboratory Accreditation System Program on how to interpret standards. The SOP was not in final form yet, but it generated some discussion on the consistency of interpretations provided by different accreditation bodies (ABs) on method requirements.

APPROVAL OF CHARTER

Mr. Sotomayor completed the changes to the charter suggested by the committee at its last meeting. The committee approved the charter. Mr. Sotomayor will present the committee's charter to the TNI Board of Directors for review and concurrence.

APPROVAL OF POLICIES ON POLICIES, CONFLICTS OF INTEREST, AND ETHICAL CONDUCT

The committee approved the final drafts of the policies on policies, conflicts of interest, and ethical conduct. Mr. Sotomayor will forward them to the TNI Board of Directors for review and concurrence.

STATUS OF DRAFT PROCEDURE ON SOPs

Mr. Sotomayor and Mr. Steve Stubbs were taking the lead on completing a final version of the procedure. Mr. Sotomayor responded to the comments submitted by Mr. Stubbs, who agreed with their substance.

Mr. Sotomayor will incorporate the changes generated by the comments and present another draft of the SOP for the committee to consider.

SOP ON OPERATIONS OF COMMITTEES AND BOARDS

The committee reviewed the outline of the SOP and discussed in general the applicability of the SOP. The committee had agreed that the SOP would not apply to the NELAP Board and the TNI Board. The proposed section on “Commitment to Openness, Inclusiveness, and Transparency of Operations” might not strictly apply to all committees, but the subsections on “Mission” and “Charter” would. However, it would not necessarily follow that because the SOP did not apply to a committee that such a committee would or could not develop a charter and mission.

The committee agreed to give more thought to the applicability question and proceeded to discuss the content areas of specific sections of the SOP. Highlights of the discussion included:

- Only expert committees had a need for affiliate members. Affiliates are non-TNI members that are allowed to participate as Committee Members. The category is reserved for individuals with an interest in a committee’s business that could not, for whatever reason, join TNI. This type of membership is required by ANSI to maintain recognition of the Consensus Standards Development Program (CSDP), but is not needed for other TNI programs.
- The section on types of members should include an item on Ex-Officio members.
- The SOP should outline a process for the selection and election of Committee Members and filling unexpected vacancies.
- The SOP could provide guidelines or criteria for selecting Committee Members.
- Appointments to committees should be done once a year and as much as possible at the same time each year. The committee felt that making appointments effective in January would be convenient.
- Appointment terms should be for three years with the option of serving a second term. The committee agreed that a Committee Member should not serve in perpetuity.
- The SOP should specify procedures for removing non-participating Committee Members. The committee agreed that certain absences could be excused, but others could trigger removal. The committee did not determine the number of unexcused absences that could lead to the removal of a Committee Member.

The committee will review the TNI Bylaws and the SOP on the Operation of Expert Committees for ideas on how to address some of the content of the SOP. The committee will continue discussing the rest of the outline at its next meeting.

AGENDA FOR CAMBRIDGE MEETING

The committee is scheduled to have a session on August 20 in the morning. The session is split between the Policy and the Website Committee. The committee agreed to discuss during the session the SOPs and policies it had developed. Mr. Sotomayor wanted to have the SOP on Committee and Board Operations final and ready for the Cambridge meeting.

NEXT STEPS

The committee is scheduled to meet again on July 11 at 12:00 Noon (ET) and agreed to meet again on July 25 at the same time.

Note: The meeting July 11 meeting was rescheduled to July 12 at noon.

ADJOURNMENT

The meeting was adjourned at 1:30 PM ET.

COMMITTEE MEMBERS
TNI
POLICY COMMITTEE
JUNE 27, 2007

Member		
Alfredo Sotomayor, Chair	Wisconsin Department of Natural Resources	T: 608-266-9257 E: Alfredo.Sotomayor@dnr.state.wi.us
Jerry Parr, Ex-Officio		T: 817-598-1155 E: jerry.parr@nelac-institute.org
JoAnn Boyd		T: 210-522-2169 E: jboyd@swri.org

RaeAnn Haynes		T: 503-229-5983 x227 E: haynes.raeann@deq.state.or.us
Silky Labie	Florida Department of Environmental Protection	T : 850-245-8065 E : silky.labie@dep.state.fl.us
Carol Schrenkel	Technical Assistance	T : 610-280-3013 E : schrenkc@lionvillelab.com
Steve Stubbs		T : 512-239-3343 E : sstubbs@tceq.state.tx.us

Robert Wyeth
(Absent)

T : 716-830-8634
E : rwyeth@stl-inc.com

Advocacy

**TNI
POLICY COMMITTEE MEETING
JUNE 27, 2007**

ACTION ITEMS GENERATED AT THIS MEETING

Item No. Meeting Date	Action	Date to be Completed
1. 06/27/07	Mr. Sotomayor will update the SOP on Committee and Program Board Operations.	07/11/07
2. 06/27/07	Mr. Sotomayor will revise the SOP on SOPs and present it to the committee for final review and approval.	07/11/07
3. 06/27/07	Mr. Sotomayor will forward the committee's charter and the policies on general polices, ethical conduct, and conflicts of interest to the TNI Board for review and concurrence.	08/01/07

UNCOMPLETED ACTION ITEMS FROM PREVIOUS MEETINGS

Item No. Meeting Date	Action	Date to be Completed
2. 01/31/07	Mr. Sotomayor will set priorities for developing policies and procedures needed by TNI.	02/28/07

The NELAC Institute (TNI)
Policy Committee

June 27, 2007
12:00 – 1:25 PM (ET)

AGENDA

- 1:00 Attendance
- 1:05 Announcements
- Status of Action Items
- Approval of Minutes of May 23 Meeting
- 1:10 Approval of Charter
- Approval of Policies on Policies, Conflicts of Interest, and Ethical Conduct
- Status of Draft Procedure on SOPs
- 1:20 SOP on Operations of Committees and Boards
- 2:10 Agenda for Cambridge Meeting
- 2:20 Next Steps
- 2:25 Adjournment