

TNI Policy Committee
Meeting Summary
March 6, 2012

1. Attendance

The meeting was called to order by the Chair at 1 pm EST. The following members were in attendance: Alfredo, Jerry, Bob, Gary, Steve and Mae Beth.

Alfredo asked everyone to review the minutes from the February 21st meeting and let him know about any changes within the week. If there are no comments, the minutes will be posted on the website.

2. Position Papers (Jerry)

The committee looked at an example Position Paper or Statement – Demonstration of Method Competency. These position papers are useful in developing presentations or writing white papers. This particular position paper was returned to the Advocacy Committee for final review and it raised the question as to who should review them.

Are they guidance documents? Bob commented that they are not guidance documents. They just state TNI's position on a topic. Alfredo commented that a position paper could become a policy. Gary was concerned that it might overlap with the Standard's Interpretation Request (SIR) process. The wording in some of this specific position paper probably does overlap with the SIR process. Not all position papers are this technical and wouldn't have this potential problem. If there is some overlap with the SIR process, these positions papers would have to be included in the Interpretation postings on the website. This might be confusing.

Steve commented that he did not have as much a problem with these. They are consistent with what is in the standard and should not need to be reviewed by the AC.

Jerry commented that he is somewhat playing catch-up. These positions were held by TNI when the standard was being written.

We need a process for working with these. Position papers/statements cannot overlap with SIRs, policies, SOPs or guidance documents. One committee member asked if they should be voted on by the membership or the TNI Board. Bob noted that he doesn't have a problem with TNI taking these positions, but this particular statement would need a few wording changes to keep it from overlapping with a SIR.

Jerry emphasized that the purpose of the position paper is to answer the question of "why". They are not intended to tell someone what to do. Hints of interpretation should not be included.

Bob commented that this is a statement from the Board. It is not a question of what the Board believes. There may be some benefit in having the Policy Committee review it to make sure it does not step over any of the boundaries stated above. Also need to ensure it is not in conflict with other position papers.

Steve commented that the Board's charter may not be consistent with approving something like this. He read through the Board's responsibilities. He thinks it might be something that needs to be considered by the membership. Is there some immediacy to approving these?

Are these Core Values or Position Statements? Principle statements? We need to define the scope of these types of documents. Need to define the name of these types of documents. Decide if it needs to be reviewed by the Policy committee. Need to know scope before this decision can be made. It appears that a Policy will be needed to define the scope, purpose and approval process for these types of documents.

The committee agreed that they would like the Advocacy Committee to help write this policy. They should prepare the scope and purpose of the documents and the Policy committee will write the approval process. Alfredo will send a note to Judy (Chair of Advocacy Committee). Alfredo will also share some the Policy committee's thoughts on possible issues.

3. Review SOP/Policy Review

SOP: NELAP Voting SOP (SOP 3-101 – Rev1)

6.3.4 and 6.3.8 and 6.2: The committee continued to discuss the veto process. There were also some concerns about the abstention vote. The reason for casting an abstention vote is usually included within the minutes where a vote was taken. Steve suggested googling "Abstain" and looking for parliamentary procedures. This discussion will continue on the next call.

The committee has more SOPs to review on the Discussion Board.

4. Action Items

See Attachment A.

5. Next Meeting

The next meeting of the Policy Committee will be March 20, 2012 at 1pm EST.

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

The meeting was adjourned at 2:30pm EST.

Attachment B

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments