TNI Policy Committee Meeting Summary
Friday August 21, 2015

1. **Welcome, Roll Call and Announcements**

   The meeting was called to order by the Chair at 11 am Eastern. Attendance is recorded in Attachment 1. Alfredo noted that any changes to the previous meeting's minutes should be requested within a week.

2. **Preview of Complaint #23**

   Alfredo did speak with the submitter, and the outcome of that conversation was that the complaint should be handled through the formal procedure in place (SOP 1-106,) per the submitter's wishes. Participants discussed the relevant issues, at length – what makes a "core program" as well as the obvious but unstated underlying issue of the NGAB program's requirement that ABs submit to yet another evaluation when they've already been through ILAC and NEFAP. The thinking is that the NGAB program may eventually rely on ILAC recognitions, but at the outset, demonstrating "equal rigor" to the NELAP evaluation process is vital to any eventual interaction between the two separate groups (government and non-government ABs.)

   Alfredo explained that he ought not to be the leader of the investigative group for this complaint, since he sits on the TNI Executive Committee which will hear the eventual appeal of the outcome, if that occurs. He asked if Silky would accept the lead role, and she did. Next, the participants discussed a number of possible nominees for the other two members of this investigative group (per the SOP,) and settled on a prioritized list of four candidates, representing various stakeholder groups but not expected to have conflicts of interest with the issues involved in the complaint. Alfredo committed to contacting those individuals by August 25, so that the group can get underway, and to also notifying the NGAB workgroup as well as the TNI Recognition Committee (TNRC.)

3. **Continued Discussion of Internal Audit Portion of QMP**

   With only a short time remaining, participants decided not to take up the internal audit issues, but to postpone that discussion until the next meeting, on September 18.

   The meeting was closed at 12:15pm Eastern.

4. **Next Meeting**

   Policy Committee will meet again on September 18, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting. Unless another priority arises, we will re-visit the complaint and then continue with the Internal Audit process for the draft final TNI Quality Management Plan. The Committee will prepare a list of core items that must be included in Program and Administrative Management internal audits.

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

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Milwaukee Metropolitan Sewer District Milwaukee, WI asotomayor@mmsd.com	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	No
Lynn Boysen MN ELAP Lynn.Boysen@state.mn.us	NELAP AC	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net	At Large	Yes
Calista Daigle Dade Moeller, Inc. calista.daigle@moellerinc.com	NEFAP Executive Committee	No
Mei Beth Shepherd Shepherd Technical Services mbshep@sheptechserv.com	At Large	Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	Yes
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		Yes
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes
Ilona Taunton, Program Administrator Ilona.taunton@nelac-institute.org	Will continue to participate until QMP review is completed, at Chair's invitation	Yes

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
60	Send request for review of POL 5-100 to NEFAP EC	Alfredo	April 2014	?
73	Complete and transmit to PTPEC Chair a package of Policy Committee Review Forms for SOP 4-102, 4-105 and 4-107, accompanied by a note that review of the PTPEC Evaluation SOP 4-104 will be postponed pending its revision after V3&V4 of the TNI ELSS standard is completed	Alfredo	November 2014	Materials sent to AST at his new email for processing
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	By final approval of QMP	
83	Take Committee comments on Pol 3-100 back to NELAP AC, for revision	Lynn -- verbal transmission	September 2015	
84	Transmit approval of Guidance Request to Advocacy Committee	Alfredo – likely verbal affirmation	July 2015	Note that Policy will review the final
85	Explore possible paths for finalizing and implementing the draft style guide for TNI, currently residing with CSDEC	Alfredo, Jerry, Bob, Lynn,	TBD – began 7/10/15	Review progress @ 6 month intervals

Attachment C

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
1.	Look into need to include something about review schedule in all SOPs.	3/20/12	
2	Include mention of abstentions in SOP 1-102 revision (or elsewhere,) to ensure that intentional choice of appropriate wording is made in committee decision making choices	10/5/12	
3	In SOP 1-101, "Committee Operations," or else SOP 1-102, "Decision Making…," some mention of "default" decision making rules would be beneficial, since most committees do not have documentation of their decision processes.	10/22/12	SOP 1-102 discusses various options and situations where one might work better than others, but SOP 1-101 refers to 1-102 as if it sets a default.
6	New Committee Charter format should include listing for Executive Director as ex officio member for all committees (per Bylaws.)	9/20/13	Charter format to be upgraded to address committee annual budgets later this year
7	Next revision of Pol 1-122 include addition of a sentence addressing the possibility of additional stakeholder categories.	2/21/14	Committees may add an additional stakeholder category with approval of TNI Board
8	When the CSD PEC charter is next updated, it should clarify which committees have added stakeholder categories and note that Board approval is required and was obtained for including those additional representatives in the committee(s.)	2/21/14	
9	Revise SOP 1-100 (SOP on SOPs) to address use of bullets and alternative numbering systems	9/5/14	
10	Revise Guidance SOP 1-105 to note that a new approval request is required for updates to existing guidance products	10/3/14	
11	Create SOP for document review of Policy committee documents (which will automatically require Board review)	10/17/14	Grew out of streamlining the approval process for SOPs and Policies
12	Revise how TNI refers to its own training courses, prepared and presented to train individuals for the accreditation and peer review (evaluation) processes. Typically, these are courses required in order to perform a specific function, yet are not referred to as a credential, per se, but are designed and presented under contract to TNI and thus implicitly endorsed by	1/23/15	From discussion about language used in SOP 5-101 (TNI-recognized training) versus usage elsewhere as just "TNI training" (e.g., NELAP Evaluation SOP 3-102)

	the organization.		
13	Changes to Appendix 3 of the QMP should be reflected on the web pages of the various committees as well as in their charters	5/15/15	Random thought by PA