TNI Policy Committee Meeting Summary
Friday February 20, 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; Lynn noted that one of the SOP numbers is incorrect and that will be corrected prior to posting. In the absence of a quorum, all formal approvals will necessarily be delayed until the next meeting.

2. **Revisions to SOPs 1-100 and 1-116 to address "Effective Date"**

   Ilona's proposed revisions to both the SOP on SOPs (1-100) and the SOP Process SOP (1-116) were circulated with the agenda, and reviewed by participants. All agreed that the revisions address the "effective date" issue as agreed upon. SOP 1-116 will be presented to the Board for endorsement once a quorum of Policy Committee votes to approve it (at the March 6 meeting, hopefully) and then the modifications to SOP 1-100 will be merely editorial revisions to match the approved changes to SOP 1-116.

3. **Field Activities Committee Request for Approval to Develop Guidance**

   Justin Brown submitted a proposal for developing guidance on Scopes of Accreditation for the NEFAP program. The proposal was distributed to committee members prior to the meeting. Apparently, confusion exists around how to prepare scopes, and the Expert Committee hopes to provide clarification and consistency through guidance. The NEFAP Executive Committee will be the ultimate reviewer and approver of this guidance.

   Those present believe the proposal adequately describes the need for guidance and the expected result. The proposal should be formally approved at the March 6, 2015, Policy Committee meeting.

4. **Continued Review of NEFAP Evaluation SOP 5-105**

   Review picked up with section 6.12, where it halted at the January 23 meeting. The following comments were noted.

   > §6.13.1 – this item should be either 6.12.1 or 6.13, to fit with the existing sequence. The committee discussed that the second sentence of this section opens more questions than it answers, and might be better omitted.
   > §7.0 – Ilona clarified that checklists for evaluating different ABs man need to be different due to the different computer systems and databases in use with the various AB entities.
   > §8.1 – needs a period after the first sentence.
   > §8.4 – the confidentiality requirements stated herein conflict with TNI's Records Management Policy 1-104 (Part IV). We discussed how TNI's commitment to transparency requires that final evaluation records be available to those requesting them (although not made public, per se.) Participants considered whether such things as financial and personnel records from the evaluation could be returned to the AB rather than retained, and whether identifying what documents or work products from the evaluation should constitute the formal "record" might be helpful in keeping the AB's business confidential information out of the permanent record. Ilona committed to researching the best way(s) to manage this dilemma.

§8.5 – the requirement to retain evaluation records for eight years (two evaluation cycles of four years each) exceeds the TNI records retention policy requirements. This fact should be noted in the SOP, for clarity.

§9.0 – while NEFAP can certainly require annual review of this SOP, a lesser frequency may now be adequate.

Appendices – participants recommended that the correspondence appendices be referred to as "examples" rather than "models" and that each of the appendices have some reference to it noted in the body of the SOP, in the relevant section.

The review comments on this SOP 5-105 will need to be formally approved at the March 6, 2015, Policy Committee meeting, Ilona did receive a "go ahead" to begin making revisions in advance of formal notice of the comments from Policy Committee.

The NEFAP Nomination SOP 5-103 and the NEFAP SIR SOP 5-106 are now awaiting review.

5.   Next Meeting

Policy Committee will meet again on Friday, March 6, 2015, at 11 am Eastern. Documents and teleconference information and an agenda will be circulated in advance of the meeting.

The next items for review are the remaining NEFAP SOPs. The revision to the Standards Development SOP 2-100 will take priority over other items in the queue once received.

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

Attachment A

Name/Affiliation	Representing	Present
Alfredo Sotomayor, Chair Wisconsin Dept. of Natural Resources, Madison, WI asotomayor@mmsd.com	TNI Board	Yes
JoAnn Boyd Southwest Research Institute, San Antonio, TX jboyd@swri.org	Lab and FSMO	Yes
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		No
Kim Watson kwatson@stone-env.com and/or Ilona Taunton Ilona.taunton@nelac-institute.org	NEFAP Executive Committee Temporary stand-ins until a suitable and willing committee member can be identified	Ilona
Mei Beth Shepherd mbshep@sheptechserv.com		No
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	No
Bob Wyeth Retired rfwyeth@yahoo.com	CSD Executive Committee	No
Jerry Parr (ex-officio) Executive Director, TNI Jerry.Parr@nelac-institute.org		No
Lynn Bradley, Program Administrator The NELAC Institute (Staunton, VA) lynn.bradley@nelac-institute.org		Yes

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	?
63	Prepare formal comments on SOP 5-103 for return to NEFAP EC, incorporating concerns about the permanent and elected membership dichotomy	Alfredo	May 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	
75	Transmit comments on SOP 2-101 to CSDEC	Alfredo	ASAP, NLT January 2015	Revision submitted by Bob and reviewed/approved 1/23/15 with dates for approvals and effective implementation added. Should be presented to the Board as approved at its March meeting.
76	Craft language about effective date, and revise SOPs 1-100 and 1-116 as warranted	Ilona	February 17, 2015 meeting	Submitted and reviewed at Feb. 20, 2015 meeting

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.		