TNI Policy Committee Meeting Summary
Friday, September 15, 2017

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

The meeting was called to order by Patsy at 11:00 am Eastern. Attendance is recorded in Attachment 1. There were no comments on the September 1 minutes.

In the absence of a quorum, Patsy asked for an email vote on Policies 1-100 and 1-102, finalized after the September 1 meeting. As discussion continued, only POL 1-100 remained for approval, so that vote will just be postponed until the October 6 meeting.

2.   **Continued Review of Conflict of Interest POL 1-101, Co-mingled with Code of Ethics Discussion (POLs 1-102, 1-107 and Other Document)**

Discussion of the COI Policy was tabled during the September 1 call, so that we could establish whether and where "conflict of interest" (COI) procedures are documented and whether and how the TNI Code of Ethics addresses COI. COI is addressed in evaluation SOPs for TNI ABs and also in the several complaint SOPs, but there is no specific TNI-wide policy for addressing COI. The TNI Ethical Conduct of Members POL 1-102 was also proposed for discussion on that call, which led to the commingling of topics.

The TNI Membership Code of Ethics is contained in POL 1-107, but there is a separate document titled "Code of Ethics" that was adopted by the TNI Board in May 2010 and was at one time included in drafts of the TNI Quality Management Plan (QMP.) The "Code of Ethics" document was intended to apply to the organization and its operation, while POL 1-107 clearly applies to the actions of individual TNI members.

Participants agreed that the Code of Ethics document should be institutionalized somewhere. This document will be further reviewed in order to determine where it belongs, as a values statement of the organization, and the QMP itself will be modified to reference the new document, however named.

Additional items to be edited, to finalize the COI POL 1-101:
§IV and V – these conflict, since COIs do exist. Revise §IV by adding "without disclosure as described in this policy" at the end of the last sentence.
§V – an overarching general COI procedure (separate document, as referenced in this section) is needed for members who are not volunteering in any particular activity. This may need to include some general information about how to evaluate, resolve or address, or eliminate COIs.

3.   **Review of Use of TNI Logos and Marks, POL 1-103**

This discussion opened with a conversation about a request from a non-governmental AB that TNI should formally register its logos and marks. Since there is a fee for each such registration, this was discussed, and might be practicable for some but probably not for every single logo and trade or service mark in use at TNI.

Specific comments on POL 1-103 are noted below:
§ALL – make global change of "logos" to "symbols" so that references are to "symbols and marks." Reformat to new structure and add definition for "symbol."
§I – any volunteers would be TNI members, but laboratories may not be members. Add "or any individual organization granted use of TNI logos or marks."
§III – delete first item, since all logos and marks are on the TNI website and thus have unrestricted access.

§IV – change "and legal action" to "and/or legal action."

5.   Future Meetings

The next teleconference of Policy Committee is scheduled for Friday, October 6, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting. The CSDEC Style Guide SOP 2-103 (draft) and a planning discussion for the up-coming committee self-audits will be part of the agenda.

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

Attachment A

Name/Affiliation	Representing	Present
Patsy Root, Chair IDEXX Patsy-Root@idexx.com	TNI Board Secretary	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	No
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		Yes
Alfredo Sotomayor (ex-officio) Milwaukee Metropolitan Sewer District, WI asotomayor@mmsd.com	TNI Board Chair	No

Attachment B

Action Items – TNI Policy Committee

	Action Item	Who	Expected Completion	Comments/ Completion
107	~~Look for COI procedure~~	~~Lynn~~	~~9/15/17~~	~~None found~~
108	Modify QMP to mention Code of Ethics statement	Jerry	October?	
109	Fix broken link to ethics statement when completing member application	Jerry	?	Once member code of ethics policy is finalized
110	Combine POLs 1-102 and 1-107 into a single member Code of Ethics document	Bob	October?	Call it 1-102, change version number and possibly name. (this will eliminate 1-107)
111	Check with ANAB about registering marks/logos	Ilona	October 6	

Backburner / Reminders – TNI Policy Committee

	Item	Meeting Reference	Comments
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 the organization	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)
15	Updates to Committee Chair training materials should include QMP when adopted as well as the need to specify decision rules (per SOPs 1-101 and 1-102)	3/4/16	Consider possibly specifying a default decision rule in one of the SOPs, or in committee charters. NOTE: NELAP AC has a voting SOP that declares decision rules for different types of issues
16	When internal audit checklists are posted to the website, be sure to add a disclaimer that those will be uncontrolled and may not be the latest version	5/9/16	Internal audit database will NOT be publicly available.
17	Review Ethics and Corporate Governance documents (as removed from the QMP) for possible updates	6/3/16	
18	Develop new policy about implementation dates for SOPs, based on recent decisions affirming the practice of completing activities underway with the former revision but newly initiated activities with the most recently approved version, as was done with the Standards Development SOP 2-100 and agreed upon with the NELAP Evaluation SOP 3-102	7/8/16	
19	Ensure that "ASAP" gets replaced with definite length of time during the next revision of the NELAP Evaluation SOP 3-102	11/4/16	
20	Develop and document a process to ensure that the latest versions of all TNI documents are promptly posted to the TNI website, with some method of notifying committee chairs (or those who sign up for updates about documents, which would need to be mandated for committee chairs and staff.) See also #11, above.	11/4/16	
23	Review various tracking formats used by committee	1/6/17	Best timing is probably along with outcomes of committee self-

	work plans and settle on a standardized version		audits? Fall/winter 2017-2018
24	Modify appropriate committee SOPs (1-101 and 2-101) to indicate that telephone numbers NOT be included on committee rosters made publicly available	1/6/17	One complainant indicated that phone number was found in committee minutes by someone they were trying to avoid.
25	Document mechanism for updating internal audit checklists annually, prior to call for completion of committee internal audits	2/3/17	
26	When CSDEC's glossary is ready, all TNI documents incorporating definitions should be reviewed to see if replacing individual definitions with a reference to the glossary is appropriate	2/24/17	Discussion while reviewing SOP 2-103
27	Develop COI procedures for TNI	9/1/17	Discussion while reviewing POL 1-101
28	Create an umbrella Policy that encompasses the Code of Ethics document (approved by TNI Board 4/18/2010) and the "Good Governance" document that was also approved by the Board at the same time, title to be something like Principles for Good Governance and Ethical Practice." Reference the newer "principles document" from independentsector.org	9/15/17	Discussion while reviewing POL 1-101
29	Clean up any obsolete references to Membership Code of Ethics POL 1-107 once new policy combined with 1-102 is finalized	9/15/17	"