TNI Policy Committee Meeting Summary
Friday January 23, 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.   **Discussion of Appropriate "Effective Date" and Location to Document Determination**

Discussion focused on whether the "effective date" of a new or revised SOP or policy should be the date of executive committee approval or the date of Policy Committee and/or Board approval. Consensus was that use of a procedure or policy upon executive committee approval brings a *de minimis* risk to the organization, and that the approving committee should establish a chosen "effective date" upon its approval of the document. We also agreed that the revision being approved should be noted in the front page table with the approval dates.

Ilona offered to review and revise the SOP on SOPs (1-100) and the SOP Process SOP (1-116) with language to capture this intent, and return the documents for Policy review at the February 20 meeting.

3.   **Review of CSDEC Revisions to Expert Committee Operations SOP 2-101**
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Bob presented the revisions and noted that each of Policy Committee's comments were addressed. We discussed whether this should be Revision 1.1 or 2.0, and settled on 1.1 as being appropriate for the minor changes made. The dates of approval on the front page will be updated to conform with the "effective date" intent, discussed above, and a few editorial changes to replace "CSDExC" with "CSDEC" will be made. Silky moved and Eric seconded that this revision be accepted as final; approval was unanimous. Once the dates are revised, the document will be presented to the TNI Board (at its March 2015 meeting.)

Bob noted that the Standards Development Task force is approaching completion of its revisions to the Standards Development SOP 2-100, and that this document should be ready for Policy review in about a month. This is a priority for TNI and will be placed on the next Policy agenda as soon as it becomes available.

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

Review picked up with section 5, where it halted at the last meeting. The following comments were noted.

§ 5.2 – discussion of the phrase "TNI recognized training course" determined that the phrase is appropriate but that the organization needs to modify how it refers to such required training. Consider whether it would be appropriate to specify here, rather than in §6.2.6.5, how the evaluators are selected and approved, prior to training – this was a discussion but not a firm recommendation.
§5.3-5.4 – while evaluators are likely to declare some conflicts, these will likely not compromise the evaluator objectivity. Recommend adding "<u>known</u> conflicts" to the final bullet in §5.4, and then consider merging this final bullet with §5.3, which addresses conflicts of interest.
§5.5 – the reference to LE need not be repeated in each item, since it is in the opening paragraph.
§5.6 – first line, add a colon after the word "duties."
§5.7 – specify the NEFAP Executive Committee, and add the title of the SOP.

§5.7.1 – please replace "formulates" with "creates."
§5.8.5 – this should move into §5.7.
§5.8.7 – "Executive Committee" should be capitalized, not lower case.
§5.8.8.2 – "decision" should be lower case
§5.8.8.3 and also §6.11.4 – clarify distinction between preliminary and final recognition letter, use consistent references and define those in §4.0. Please include modifying §5.8.8.2 once the appropriate reference to either recommendation or decision is determined, and modify the title to Appendix H if needed for consistency with these changes.

When review of this SOP continues, it will pick up at §6.12. Also, the Nomination SOP 5-103 and the SIR SOP 5-106 are now awaiting review.

5. **Next Meeting**

Policy Committee will meet again on Friday, February 20, 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.

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	No
Silky Labie, Vice Chair Env. Lab. Consulting & Technology, LLC Tallahassee, FL elcatllc@centurylink.net		Yes
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		Yes
Eric Smith ALS eric.smith@alsglobal.com	PTP Executive Committee	Yes
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

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	?
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	??
69	Convey approval of 3 SOPs to NELAP	Lynn	September 2014	Board Approval Confirmed per earlier offer of review, per Jerry.
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	
74	Review comments on SOP 3-103 from 11/21/14 minutes to determine whether editorial revision is adequate	Full committee and especially Jerry	December 2014	1/9/15 Presented to Board 1/14/15, now approved as final.
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
76	Craft language about effective date, and revise SOPs 1-100 and 1-116 as warranted	Ilona	February 17, 2015 meeting	(Action changed, intent remains)

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.		