

**TNI Policy Committee Meeting Summary
Friday January 9, 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.

As follow-up to the minutes, Bob noted that the CSDEC has already revised the Expert Committee Operations SOP 2-101 and will return that for Policy Committee approval at its next meeting. The Consensus Standards Development SOP 2-100 was also revised and approved by the CSDEC, but the currently active Standards Task Force will be asked to review the changes before they are returned back to Policy Committee.

2. Finalization of NELAP Standards Acceptance SOP 3-103

Participants considered whether the changes to this SOP requested by Policy Committee review at its November 21 meeting are actually editorial or not. Consensus was that the addition of §5.5 is not editorial, but that addition is not essential. Bob moved and JoAnn seconded that this Section 5.5 be deleted, and approval was unanimous. Thus, only editorial changes have been made to the SOP as approved by the NELAP AC. The final document will be returned to the AC as approved by Policy Committee, and the document will be presented to the Board as having been approved by Policy.

3. Discussion of Effective Date of a Policy or SOP

Conversations about the other SOPs prompted a question about how to determine the "effective date" in the header of a policy or SOP. The SOP on SOPs does not address this question. Several options were discussed with consensus closing around use of the date of the Board meeting when the policy or SOP was presented to the Board, and approved by the Board if required or requested by the Board. Perhaps policies and SOPs designated provisional should show "effective" as of the committee approval date.

The first item of business at our next meeting will be to craft language for what constitutes the "effective date" and determine whether that should be incorporated into a new policy or the existing SOP 1-100.

4. Review of NEFAP Evaluation SOP 5-105

A NEFAP Evaluation policy was reviewed in 2010, but this SOP contains numerous changes from that document which was in the very early stages of NEFAP implementation.

The following comments were noted. Review will pick up with section 5, at the next meeting.

§1.0 – needs to state what the recognition is for, such as "recognition as organizations competent to accredit to the FSMO standard." A quick check shows that this same omission exists in the NELAP evaluation SOP.

§2.0 – the distinction between preliminary recognition and final recognition must be clearly documented. Even though participants thought we understood this meaning, it is not explained in the SOP. Additionally, the order of bulleted items in this section needs to match the stages of recognition, since preliminary recognition is not necessary for all ABs.

§4.0 – at present, the only item defined for this SOP is the finding, with its three tiers of meaning. "Preliminary recognition" should be added, and "recognition" as well. We recommend that

NEFAP consider expanding the definitions section to include all substantive terms that are not explicitly defined in the ISO/IEC Standards or in common usage such that a dictionary definition will be adequate.

5. Next Meeting

Policy Committee will meet again on Friday, January 23, 2015, at 11 am Eastern. If Alfredo is not available, Silky will lead the call. 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 alfredo.sotomayor@Wisconsin.gov	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
John Moorman South Florida Water Management District West Palm Beach, FL jmoorma@sfwmd.gov	NEFAP Executive Committee	No
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
34	Review NELAC chapter 6 for needed policies and SOPs, applicable to the AC	Susan	Summer 2014?	Susan has departed TNI, this item will not be completed by her. As of Nov 3, the AC is creating its own short list.
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	9/8/14 – however, Board approval still pending
71	Modify Appendix to SOP 1-101 to indicate that associate members are not appropriate for Policy Committee, as a minor editorial change	Alfredo	October 2014	11/17/14
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	
76	Craft language about effective date, and determine what form it should take, whether policy or SOP	Full committee	January 23, 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