TNI Policy Committee Meeting Summary
Friday June 19, 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.   Continuing Review of TNI Draft Final Quality Management Plan – Internal Audit Documents to Accompany QMP

Those in attendance continued discussing the documents provided by Ilona and the task force for the various committee internal audits, and Ilona explained the vision that an external audit of each program would be conducted on the fifth year of the cycle. She believes that the self-audits should be simple enough, since they are about following the policies and SOPs already in place and are relevant to each particular committee. The individual committee checklists have a common section that pertains to the policies and SOPs applicable to all committees, with a second section taken from the committee-specific documents.

The NEFAP checklist was selected as the first or example, and participants undertook to review it item-by-item. For ease of reference, the "common" or shared portion of the checklist is repeated below, with committee comments in the far right "comments" column.

RISK											
Legal	**Financial**	**Reputation**	**Accreditation/ Standards**	**FREQUENCY**	**Reference**	**Program and Executive Committee** *NEFAP / NEFAP Executive Committee*	**Yes**	**No**	**N/A**	**COMMENTS** **These are comments during Policy Cmte discussion of this checklist**
		X		Self 5 Years	SOP 1-101: 6.2	Committee Charter is current.				
		X		Self 5 Years	Quality Plan: 4.2	Executive Committee's Charter (milestones, timelines, etc) lines up with the most recent TNI Strategic Plan.				
X				Self 5 Years	SOP 1-101: 6.3	Committee decisions are documented and maintained.				Delete "and maintained"
		X		Self 5 Years	SOP 1-101: 7.1.2	The committee has 6-15 members				
		X		Self 5 Years	SOP 1-101: 7.1.3	Dominance has been avoided. The committee represents, to the extent possible, the diversity of the entire TNI memberships.				

X		Self 5 Years	SOP 1-101: 7.1.4	There are no committee member from the same organization on the committee.				
X		Self 5 Years	SOP 1-101: 7.2.2 Quality Plan: 5.1	A committee application is on file for every committee member.				Need a way to verify this – presently only Jerry and Ilona can access the dropbox folder
X		Self 5 Years	SOP 1-101: 7.3.2 & 7.3.4	Committee members have served no more than 2 terms unless member petitioned to serve additional term.				This does not apply to NEFAP or NELAP AC – some accommodation needs to be made elsewhere (SOP 1-101 or 5-101)
X		Self 5 Years	SOP 1-101: 7.5.1	Committee members are active participants (participated in more than 50% of meetings in last 6 months).				Not mandatory but at the option of the chair
X		Self 5 Years	SOP 1-101: 8.1	The Committee has elected a Chair that was part of the committee for at least one year.				Exceptions may be made – use "should"
X		Self 5 Years	SOP 1-101: 8.4	The Committee has elected a Vice Chair.				
X		Self 5 Years	SOP 1-101: 9.3	All subcommittees have a Scope of tasks assigned that has been approved by the committee.				
X		Self 5 Years	SOP 1-101: 10.1.2	Teleconference calls are posted on the TNI website.				Rescheduled meetings are an exception
X		Self 5 Years	SOP 1-101: 10.1.3	Conference call invitations are sent out a minimum of two days in advance with an agenda.				
	X	Self 5 Years	SOP 1-101: 10.3.1-2	Proceedings of all committee meetings are documented in minutes and posted on the TNI website in a timely manner.				
	X	Self 5 Years	SOP 1-102: 7.0	The committee has a written procedure for how decisions are made.				Both executive and expert committees need to have this

Self 5 Years	SOP 1-102: 7.0	The committee has a written procedure for how subcommittee decisions are made.				This is not in any SOP -- omit
Self 5 Years	SOP 1-104: 6.0	All minutes, policies, SOPs, evaluation records and final versions of specialized documents are distributed to TNI for archiving.				This needs to be split: ensure that obsolete docs are not provided to members (move to archive folder) and ensure that new docs are distributed and available
Self 5 Years	SOP 1-104: 6.1	Are documents are labeled following the naming conventions in SOP 1-100 and SOP 1-116.				*Next committee meeting's review should begin here.*
Self 5 Years	SOP 1-105: 8-11	Guidance documents developed and posted on the Committee or Program website after April 2010 follow the TNI procedures for developing guidance documents and they are approved by the Policy Committee.				
Self 5 Years	SOP 1-105: 5.4	All guidance documents posted by the committee include the TNI required disclaimer.				
Self 5 Years	SOP 1-106: 12.4	The Executive Committee's annual report to the TNI Board includes information on complaints received and investigated.				
Self 5 Years	SOP 1-110: 5.1.3	The Program has a mechanism for evaluating training needs and developing or evaluating training material.				
Self 5 Years	SOP 1-116: 5.1	All SOPs and Policies in development have an assigned number when work on the document commences.				
Self 5 Years	SOP 1-116: 5.1	All SOPs follow the format as described in SOP 1-100 and the file naming convention is used.				

Self 5 Years	SOP 1-116: 5.1	All policies have a similar style to SOP 1-100 and use similar file naming conventions.			
Self 5 Years	SOP 1-116: 5.1	All copies of Provisional and Final versions of Policies and SOPs are submitted to the Policy Committee for document tracking.			
Self 5 Years	SOP 1-116: 5.1	All Provisional SOPs are posted on the TNI website in the Policies and Procedures area.			
Self 5 Years	SOP 1-116: 5.7	The SOP/Policy Approved Changes section of the SOP/Policy clearly describes all changes to the SOP and the date of the change as appropriate.			

Further discussion suggested looking at the checklists to see if they are truly applicable to both the self-audit and the 5-year "external" audit. Review of this checklist ended up being more a review of the SOPs themselves. For the next Policy meeting, a more general discussion of the auditing process might be helpful. A suggestion arose that perhaps the Program Administrators and committee chairs should review these checklists before Policy Committee proceeds further with review.

For the next meeting, we will look at the general concept and architecture of internal audits and complete the examination of the common parts of the checklist. Policy Committee will decide whether to send the committee-specific parts of the checklists to the programs and let the programs add items that are particular to their programs.

4.   Next Meeting

Policy Committee will meet again on July 10, 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 continue reviewing the Internal Audit documents related to the draft final TNI Quality Management Plan.

A request to develop guidance from CSDEC is also pending review.

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	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	No
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		No
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
81	Verify Board approval/adoption of QMP Appendices 1&2	Jerry	By final approval of QMP	Appendices 1 &2 updated to approved version.
82	Provide language for NEFAP Recognition Committee to be added to NEFAP section of Appendix 3 to QMP	Ilona	By final approval of QMP	

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