

**TNI Policy Committee Meeting Summary
Friday, November 17, 2017**

1. Welcome, Roll Call and Announcements

Patsy welcomed all to the meeting, at the rescheduled time of 12:30 pm Eastern. This was a one-time reschedule of the meeting time. Attendance is recorded in Attachment 1. There were no comments on the November 3 minutes.

2. Review of Board-Directed Edits to Document Control SOP 1-104

Participants reviewed a redline/strikeout version of this SOP with the edits requested by TNI's Board of Directors at its November 8 meeting, and agreed with Jerry that they are editorial only and do not require further Policy Committee action.

3. Continued Consideration of TNI Ethics and Governance POL 1-124

Review of the "governance" portion of the updated draft was completed at the November 3 meeting, and ended with a question about whether section V, Code of Ethics, should be a separate document from the "Good Governance Principles" – perhaps a TNI position statement rather than a policy. Consensus of participants was that the governance sections apply only to the TNI Board of Directors, while the Code of Ethics applies to the entire organization, and for that reason alone, the two sections should be separated. There was no firm agreement on whether the Code of Ethics should be a standalone document, a separate policy, or perhaps even a position statement.

Participants then undertook to revise the already-reviewed portion of POL 1-124 to remove all references to the ethics section that is being removed. The agreed-upon changes (in addition to revisions described in minutes of the previous two committee meetings) are as follows:

- Title – Revise to read "Corporate Governance." Also change SOP to POL in the approvals box beneath the title heading.
- §I – revise to read "This policy describes the corporate governance of The NELAC Institute (TNI)."
- §III – add as reference documents the Code of Ethics POL 1-107 and Ethical Conduct POL 1-102 (since for now, those are the appropriate ethics documents)
- §IV – delete the subsection titled "Ethics and Conflicts of Interest" completely
- §IV, subsection 6 (Reporting Concerns) – revise to read "Anyone who has a concern about TNI's governance may communicate that concern directly to the Chair, to the Executive Director or the Board Secretary. TNI's Complaint Procedure (1-103) will, to the extent possible, ensure that confidentiality is maintained."
- §IV, subsection 7 (Director Expenses) – remove reference to committee meetings
- §IV, subsection 8 (Director Orientation) – change "ethics policy" to "TNI Code of Ethics"
- §IV, subsection 9 (Duties) – in the first line, change "it" to "they"
- §IV, subsection 11 (Fiduciary Responsibility) – Jerry to remember to flag this section for the Board to consider whether to retain or delete it, when POL 1-124 is presented for Board review.

With those revisions agreed upon, Mei Beth moved and Silky seconded to approve POL 1-124 as modified. The vote was unanimous for approval.

4. Review of PTPEC Complaint SOP 4-102 Rev 3.0

This document was updated by PTPEC to reflect the new AB recognition structure within TNI. Neither Ilona nor Eric (PT representative on Policy Committee) were present. The following comments were noted:

§1.3 – should probably be §1.2.4 instead

§4.0 – here and throughout the document, “approval” should be replaced with “recognition” to reflect the terminology used in granting authority to accredit to accreditation bodies

§5 – note that this section will need to comply with the PTPEC Conflict of Interest SOP, once that is written (as directed by the TNI Board), and that the COI SOP will need to be added to referenced documents

§5.3.2 – consider modifying the final sentence to allow for multiple but very similar complaints to be reviewed by the same Complaint Subcommittee

§5.4 – second sentence, should the prefix “sub” be removed from committee? There may be members of the full committee who have conflicts of interest, as well as those not eligible for the subcommittee.

At that point, the meeting time had expired. Review will resume at §5.5.

43. Future Meetings

The next teleconference of Policy Committee is scheduled for Friday, December 1, 2017, at 11 am Eastern. An agenda and documents will be circulated in advance of the meeting.

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	Yes
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	Yes
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	No
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		No
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
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?	Decision to retain these as separate overrides initial request
111	Check with ANAB about registering marks/logos	Ilona	October 6	?
112	Review the Complaint SOP 1-106 to determine if current language is adequate to address an ethics violation per the revised Ethics and Governance Policy 1-124, or if some tweak of wording in the policy will bring it within the current complaint SOP language	Ilona Mei Beth	November 3?	Probably November 17 will be adequate.
113	Review Policy Cmte self-audit checklist	Full committee	November 17	

Attachment C

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 (see also #25, below)	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	Incorporated into POL 1-124 and undergoing Policy Committee review as of October 20, 2017
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 work plans and settle on a standardized version	1/6/17	Best timing is probably along with outcomes of committee self-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 (see also #16, above)	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. As of 10/11/17, Board advises removing reference to those from POL 1-101, so no longer mandatory 11-8-17, Board desires that each executive committee create a COI SOP. These may not be completed in time for the self-audits, but will then become a "finding" with corrective action requiring completion
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. Jerry updated POL 1-124 to accomplish this, and that revision is undergoing review as of 10/20/17.
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	October 6, 2017 recommendation by Executive Director to retain POL 1-102 and 1-107 as independent documents accepted by Policy Committee
30	Modify the Development and Approval of TNI Policies and SOPs SOP 1-116 to add a §5.7 describing a periodic review cycle for SOPs and policies. See also #11, above.	10/6/17	Discussion while reviewing SOP 1-121
31	Prepare or update Code of Ethics document	11/17/17	Material removed from POL 1-124. Decision of how to publish remains open – as a freestanding document or a policy?
