

PTSOP minutes – March, 8th, 2018

Attendees:

Susan Jackson

Stacie Fry

Stacie Crandall

Reggie Morgan

Shawn Kassner

Gil Dichter

Absent:

Nicole Cairns

Meeting was called to order at 1:05 PM (Eastern Time)

1. Minutes from Feb. 9th, 2018 meeting was approved via email ballot.
2. Review of SOP4-104 and SOP 7-101 This information (item b) was reviewed at our meeting and added to the February minutes per the sub-committee's recommendation.
 - a. Update: Email vote on the motion was passed by the sub-committee; no abstentions nor no negative votes. One member did not vote after several attempts requesting his vote.
 - b. This was sent to PTPEC (Maria) with the committee's recommendation. Maria requested pros and cons to have one SOP 7-101 and was forwarded to her on March 4th and pending the PTPEC input.
 - i. Pros:
 - Streamline documentation
 - Redundant documents- eliminate/deactivate SOP4-104
 - Reduce possible confusion and frustration having 2 equivalent documents for the same task
 - ii. Cons:
 - Requiring to use 2 equivalent documents
 - Will cause possible confusion and frustration
 - Which document is primary?
 - If changes/updates are made to one document, how does it affect other documents and insure all documents are in "sync".
3. SOP4-102: This was sent back from the PTPEC for changes and for vote by the committee
 - i. Section 4.0: "approved" in line 5 was changed to recognized and line 6 "approval" to "recognition".
 - ii. Section 6.5.1: Maria indicated the original language explicitly allowed additional information to be submitted with an appeal, whereas the revision does not.
 1. Nicole brought up several valid points in which the sub-committee agrees with Nicole
 - a. Section 6.1 allows the appealing party to present additional information in support of their appeal
 - b. Section 6.4 requires that the Appeal Subcommittee consider any new information presented during its review of the appeal

request and provide the PTPEC with its decision including any supporting documentation.

- c. Section 6.5.1 now states that “the PTPA technical checklist and subsequent evaluation documentation will then be re-evaluated following normal procedures (TNI SOP 4-104...”
 - i. Question is what documentation is included in the phrase “**subsequent documentation**” and or is this also including the documentation presented to and approved by the Appeal Subcommittee in their decision to approve the request for appeal?
 - ii. The PTSOP agrees with Nicole’s input that any information by the PTPA in their appeal should be reviewed if the recognition decision will be reconsidered.
- d. Gil to forward the subcommittee’s input and recommendation to the PTPEC for their review.

4. Meeting adjourned at 1:40 as Gil was on the road traveling.

Respectfully submitted
Gil