

**DRAFT AGENDA**  
**Meeting of the APLAC Training Committee**  
**Osaka, Japan – (Tuesday, December 7, 2010– 08:30-17:00)**

| Item # | Subject   | Information/Proposed Discussion  | Person reporting or responsible   | Document   |
|--------|---|--|-----------------------------------|--|
| 1      | Introductory remarks from the Chair                                     | The agenda will be introduced and any meeting arrangements clarified.  | Zhang Mingxia                     | Not required   |
| 2      | Confirmation of Attendance and Committee Member Listing                 | Delegates and Observers will be asked to introduce themselves. The member list (APLAC SEC030) will be distributed to attendants for confirmation and/or correction. An attendance list will be circulated and be signed by all participants.   | Zhang Mingxia<br>Suda Nantavithya | <a href="#">agenda 02--APLAC SEC 030 issue 41.pdf</a>  |
| 3      | Apologies   |  | Zhang Mingxia                     | Not required   |
| 4      | Minutes of the last Meeting held on 7 December 2009 in Bali, Indonesia. | The attached Draft Minutes has been distributed to members of Training Committee by email on 20 January 2010.<br><br><b>Discussion Point</b><br><br>Please review the minutes and be ready to provide feedback at the meeting on any required amendments or actions not covered. The minutes will then be finalised. | Zhang Mingxia<br>Suda Nantavithya | <a href="#">agenda 04.1--2009 Bali Draft Minutes APLAC Training Committee.doc</a><br><a href="#">agenda 04.2--APLAC Record of Attendance.pdf</a> |
| 5      | Review of Action List   | All actions listed in the Bali minutes have been addressed.  | Zhang Mingxia<br>Suda Nantavithya | <a href="#">agenda 05--action list resulting from Bali meeting.doc</a>   |
| 6      | Approval of the Agenda  | Please review the agenda and provide any necessary feedback at the meeting. Any "other business" should also be notified at this time.   | Zhang Mingxia<br>Suda Nantavithya | Not required   |
| 7      | Terms of Reference  | The Terms of Reference were approved by General Assembly at Bali meeting. The Committee is asked to review and confirm the terms of reference attached, or establish if there is a need for variation and  | Zhang Mingxia<br>Suda Nantavithya | <a href="#">agenda 07-- Terms of Reference of Training Committee approved 2009.DOC</a>   |

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|        |  | amendment.  |                                 |  |
| 8      | Report on the APLAC training committee activities since last meeting | Attached is a copy of the report on the activities of the Training Committee since last Bali meeting, provided to the December 2010 meeting of the APLAC Board of Management. | Zhang Mingxia                   | <a href="#">agenda 08--REPORT to BOM 20101026.doc</a>  |
| 9      | <b>Review training activities in 2010</b>                            |   | Zhang Mingxia                   | Not required   |
| 9.1    | Training course on ISO/IEC 17011                                     | This training was held May 9-10, 2010 in Seoul, Korea.  | Zhang Mingxia                   | <a href="#">agenda 09.1.1--APLAC 17011 Workshop 2010 - Report-final.doc</a><br><a href="#">agenda 09.1.2--Evaluation Comments for 17011 Training Course--May 2010--1 (2).doc</a> |
| 9.2    | Training course on ISO/IEC 17043:2010                                | This training was held September 14-16, 2010 in Taipei.   | Zhang Mingxia<br>Dan Tholen     | <a href="#">agenda 09.2.1--report on 17043 training.doc</a><br><a href="#">agenda 09.2.2--Evaluation Comments for 17043 Training--Sep.2010.doc</a>                               |
| 9.3    | Training course on ISO Guide 34: 2009                                | This training was held September 20-22, 2010 Beijing.   | W W Wong                        | <a href="#">agenda 09.3.1--APLAC-G34trainingMinutes-Beijing-Sep2010 draft.doc</a><br><a href="#">agenda 09.3.2--Evaluation Comments for Guide34 Training--Sep. 2010.doc</a>      |
| 10     | <b>Analyse training needs for 2011</b>                               | The committee is asked to consider the training needs for 2011  | Zhang Mingxia                   | Not required   |
| 10.1   | Training Plan for 2010- 2013   | The four year plan was established at last Bali   | Zhang Mingxia                   | Not required   |

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|        |  | <p>meeting.</p> <ul style="list-style-type: none"> <li>➤ ISO/IEC 17011, ISO/IEC 17043, ISO Guide 34 training courses in 2010 (done)</li> <li>➤ A workshop on CMC in 2011 ( when ILAC policy on CMC in calibration is available)</li> <li>➤ A training course on ISO/IEC 17020 in 2012 (when the revised version is published)</li> <li>➤ A training course on ISO/IEC 17025 ( if revised and published)</li> </ul> <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>➤ Whether a workshop on CMC is needed will be raised at the meeting of Technical Committee held before the meeting of Training Committee, and then input to this meeting for consideration.</li> <li>➤ Considering ISO/IEC 17025 will not revised before next review in 2015, the training course on ISO/IEC 17025 may be not needed.</li> <li>➤ A training course of statistics of proficiency testing was identified through the ISO/IEC 17043 training. This information was passed to PT committee for consideration.</li> <li>➤ One day workshop on ISO/IEC 17043 will be held by ILAC PTCG in April in Montreux, Switzerland before mid-term PTCG meeting. All APLAC members are encouraged to consider participation.</li> </ul> |                                 |  |
| 10.2   | Training activities held in recent years | This information is provided and taken into account when planning the training for next year   | Zhang Mingxia                   | <a href="#">agenda 10.2--The training activities in recent years.doc</a> |

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| 10.3      | Inputs from other Committees   | Proposals for training activities from other APLAC Committees will be considered. The chair of training committee wrote to the chairs of Technical and PT committees on 27 October 2010 to request to consider any training needs during their meetings in December respectively. It is recognized that the training regarding to PT is under the umbrella of PT Committee. | Zhang Mingxia                   | Not required   |
| 10.4      | Propose training activities in 2011  | <b>Discussion points:</b><br>Any proposal of training activities in 2011 based on the above information and discussion?   | Zhang Mingxia                   | Not required   |
| <b>11</b> | <b>Status of APLAC TR documents</b>  |   |                                 |  |
| 11.1      | APLAC TR001 “Guidelines on training course for laboratory and inspection body assessors”               | APLAC TR001 is under revision by the working group convened by W W Wong. The draft was sent to all training committee members for comments on 26 July 2010, then emailed to APLAC Secretariat on 20 October 2010 to send to all members for comments.   | Zhang Mingxia                   | <a href="#">agenda 11.1.1--Cover Note.doc</a><br><a href="#">agenda 11.1.2--TR001 revision WG draft 4 (tracked version).doc</a><br><a href="#">agenda 11.1.3--TR001 revision WG draft 4 (clean version).doc</a><br><a href="#">agenda 11.4--aplac tr 004 issue 1.pdf</a> |
| 11.2      | APLAC TR002 “Guidelines for formulating training proposals, obtaining funding and delivering training” | APLAC TR002 was officially published in September 2009.   | Zhang Mingxia                   | <a href="#">agenda 11.1.2--TR001 revision WG draft 4 (tracked version).doc</a>   |
| 11.3      | APLAC TR003 “Cross-Posting of Staff Among APLAC Member Accreditation Bodies”                           | APLAC TR003 was officially published by in November 2009.   | Zhang Mingxia                   | <a href="#">agenda 11.3--aplac tr 003 issue 1.pdf</a>  |

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| 11.4   | APLAC TR 004 “Guideline for Sharing of Assessment Personnel Among Accreditation Body Members”          | APLAC TR004 was officially published by in March 2010.  | Zhang Mingxia                   | <a href="#">agenda 11.4--aplac tr 004 issue 1.pdf</a>                                     |
| 12     | <b>Database of Case Studies</b>  |   |                                 |   |
| 12.1   | Exercises for Assessor Training  | The first version of Exercises for Assessor Training was established based on the 2 <sup>nd</sup> version of TR001. This document will be updated from time to time. After the new version of TR 001 is published, the document will be uploaded to the “member area” on APLAC website.         | Zhang Mingxia                   | <a href="#">agenda 12.1--exercises for assessor training 2nd draft.doc</a>                |
| 12.2   | Case studies from ILAC LC  | Case studies designed by ILAC Laboratory Committee. The target users of the case studies are assessors who are preparing for accreditation assignments or who seek to maintain competence, for assessor training, etc. These case studies can be added to the “exercises for Assessor Training” | Zhang Mingxia                   | <a href="#">agenda 12.2--case studies.zip</a>   |
| 12.3   | Case studies in ILAC G20   | This doc will be withdrawn upon the publication of the new version of ILAC G3. The case studies therein are useful for assessor trainings and can be listed in database of case studies.  | Zhang Mingxia                   | <a href="#">agenda 12.3--pub_ilac-g20.pdf</a>   |
| 12.3   | Collect case studies in inspection body accreditation and medical laboratory accreditation (ISO 15189) | <b>Discussion points:</b><br>How to collect case studies?<br>Do we need a WG to maintain this “database”?   | Zhang Mingxia                   | Not required  |
| 13     | Review of the Strategic Plan and Implementation  | The Strategic Plan should be reviewed again for its implementation.   | Zhang Mingxia                   | <a href="#">agenda 13-- 07.2-APLAC Committees - APLAC Strategic Plan Template (2).doc</a> |

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|        |   | <p><b>Discussion points:</b></p> <ul style="list-style-type: none"> <li>➤ How to promote and facilitate active participation of members in APLAC activities?</li> </ul>  |                                 |              |
| 14     | Documents related to assessor training                        | A list of documents related to assessor training published by other related bodies is established for the information.   | Zhang Mingxia                   | Not required |
| 15     | Information of Training activities held by other organisation | <p>This information is collected for the information of members.</p> <ul style="list-style-type: none"> <li>➤ One-day workshop on implementation of ISO/IEC 17043 will be held by ILAC PTCG in Montreux, Switzerland in April 2011;</li> <li>➤ A continual training program for the WADA assessors will be held in Montreux, Switzerland in April 2011. The target audience are those assessors of Europe. Another continual training is planed to be held 2012 with targeting WADA assessor from other areas.</li> <li>➤ IEC assessor training will be held 19-20 Sep 2012 in Geneva, 15-16 Nov 2012 in Amerias, 26-27 Sep 2013 in Asia/Oceania. The detailed information can be got on the IEC website.</li> <li>➤ The EURACHEM PT Working Group will organize the 7<sup>th</sup> EURACHEM Workshop on Proficiency Testing in Analytical Chemistry, Microbiology and Laboratory Medicine. This will be held on the 3<sup>rd</sup> to 6<sup>th</sup> October 2011 in Istanbul, Turkey. The Workshop will consist of training sessions, presentations, working group discussions and poster sessions.</li> </ul> | Zhang Mingxia                   | Not required |

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|        |                | Further information is available at <a href="http://www.labkar.org.tr/EURACHEM2011">www.labkar.org.tr/EURACHEM2011</a> . |                                 |              |
| 16.    | Other Business | All members are asked to consider and advise on any additional agenda items.   | Zhang Mingxia                   | Not required |
| 17     | Next meetings  | The next meeting of the APLAC Training Committee will be held in September 2011 in Philippine.                           | Zhang Mingxia                   | Not required |