APLAC

Asia Pacific Laboratory Accreditation Cooperation

APLAC GENERAL ASSEMBLY

SIXTEENTH MEETING

INTERNATIONAL HOUSE
OSAKA, JAPAN

**Thursday 9 December 2010
and
Friday 10 December 2010**

AGENDA PAPERS

**APLAC GENERAL ASSEMBLY
SIXTEENTH MEETING**

to be held on Thursday 9 December 2010 from 1.30 pm to 5.00 pm and on Friday 10 December 2010 from 8.30 am to 5.00 pm at International House, Osaka, Japan

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Agenda Item 1

Opening and Welcome

Agenda Item 2

Apologies

At the time of preparation of these papers apologies have been received from:

- Ms Pih Wang, National Institute of Environmental Analysis, Chinese Taipei
- Ms Rosalind Khan, Ministry of Development, Brunei Darussalam
- Mr Chuck Ramani, IAS, United States of America

Agenda Item 3

Election of Office Bearers

General information concerning nominations

Nominations can only be made by the official General Assembly delegate of an APLAC Full Member. Self-nominations are not accepted.

Nominees for the APLAC Board of Management, and for the positions of APLAC Chair and MRA Council Chair must be the official General Assembly delegate of an APLAC Full Member.

Any member wishing to nominate candidates shall obtain the agreement of those candidates for such nomination prior to submitting a completed nomination form (form Q17.1) to the Chair of the Nominations Committee, with a copy to the APLAC secretariat. A copy of the nomination form (form Q17.1) is given in agenda_item_3a: Click here

To facilitate the submission of a nomination form, an email accepting the nomination and accompanying the completed nomination form will be accepted as equivalent to a signed form.

Nominations for all Office Bearers close at 12:00 pm on Wednesday 8 December 2010. The nominations and elections process is described in section 17 of the APLAC Quality Manual.

3.1   Election of APLAC Chair

The current term of the APLAC Chair ends on 31 December 2010.

As he will have served two terms Terence Chan is not eligible to stand for the position of APLAC Chair at the end of the year (APLAC Constitution, clause 7.1). He will, however, remain on the BoM for a further two years to the end of 2012 as the Immediate Past Chair, if Terence elects to do so.

3.2   Election of APLAC MRA Council Chair

The current term of the MRA Council Chair ends on 31 December 2010.

There is no limit on the number of terms that the Chair of the APLAC MRA Council can serve.

Barry Ashcroft is eligible to stand again for the position of APLAC MRA Council Chair.

3.3 Election of APLAC Committee Chairs

All four committee Chair positions (Technical; Training; Proficiency Testing; Public Information Committee) end on 31 December 2010.

Mr Dan Tholen, the Chair of the Proficiency Testing Committee has advised the APLAC Board of Management that he does not intend to stand for re-election.

The remaining three Committee Chairs are eligible to stand again for election.

3.4 Elections for Board of Management

The terms of Regina Robertson (NATA, Australia), Roxanne Robinson (A2LA, USA) and Vu Xuan Thuy (BoA, Vietnam) end on 31 December 2010.

All three are eligible to stand again for election to the Board of Management.

There is a limitation of one elected Member only from any one economy and, as such, further nominations cannot be accepted from Singapore and Chinese Taipei.

The GA is asked to vote on a resolution (applying clause 5.4.1 of the APLAC Constitution) that, as allowed under clause 5.4.3 of the Constitution, there be one vote per Full and Associate member present for the Board of Management elections.

APLAC Form Q17.1

APLAC NOMINATION FORM

I, _____ , APLAC General Assembly Delegate

for _____

nominate _____ of _____

for the position of APLAC _____

Signed: _____

Date _____

I, _____ of _____

accept the abovementioned nomination.

Signed: _____

Date _____

Agenda Item 4

Minutes of the 15th APLAC General Assembly

The draft Minutes of the 15th APLAC General Assembly are given in
agenda_item_04a: <u>Click here</u> The General Assembly is asked to review them and
endorse them as a correct record of the meeting.

Asia Pacific Laboratory Accreditation Cooperation

DRAFT Minutes of the Fifteenth APLAC General Assembly held in the Discovery Kartika Plaza Hotel, Kuta Beach, Bali on 10 and 11 December 2009

PRESENT: Mr Terence S S Chan (Chair)
Dr Helen Liddy (APLAC Secretary)
plus members and observers as listed in attachment No. 1.

1. OPENING AND WELCOME

The Chair welcomed all members and invited observers.

The Chair, on behalf of all of APLAC, thanked Kukuh Achmad and his KAN team for the excellent work they had done as hosts of APLAC 2009, and the General Assembly endorsed this by acclamation. He also thanked Dr Sunarya, who had just retired from KAN, for his support of APLAC over the years, and wished him well in his retirement.

The Chair thanked Helen Liddy, who will retire from the position of APLAC Secretary at the end of June 2010, for her dedication and contributions since 1999. The General Assembly endorsed this by acclamation.

2. APOLOGIES

The apologies as listed in the agenda papers were noted

3. ELECTION OF OFFICER BEARERS

GA RES. 15.1 That, as allowed under clause 5.4.3 of the APLAC Constitution (SEC 052), the ballot to fill the two vacant positions on the Board of Management be conducted with one vote per Full and Associate member present.

GA RES. 15.2 That, as there is no Immediate Past Chair, Barry Ashcroft be appointed to oversee the conduct of the elections.

3.1 Elections for BoM

The following were elected to the APLAC BoM for a 2 year period from 1 January 2010: Chang Kwei Fern (SAC), Nigel Jou (TAF).

The APLAC Chair, on behalf of all of APLAC, thanked Katuo Seta for his many contributions to APLAC as a member of the APLAC BoM over the past six and a half years.

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4.   MINUTES OF THE 14th APLAC GENERAL ASSEMBLY

GA RES. 15.3   That the Minutes of the 14th APLAC GA be accepted as a correct record of the meeting The final Minutes of the 14th APLAC GA are given in attachment no: 2.

5.   MINUTES OF 24th AND 25th APLAC BOARD OF MANAGEMENT MEETINGS

The Minutes of the 24th and 25th BoM meetings, that had been distributed earlier in the week to Full and Associate APLAC members attending the GA, were noted.

6.   REPORT FROM APLAC CHAIR AND APLAC BOM

6.1   Report from APLAC Chair

The report from the APLAC Chair given in the agenda papers was noted.

6.2   Report from APLAC BoM, 26th Meeting

The report from the BoM to the GA is given in attachment no. 3.

The APLAC Chair introduced the discussion on whether or not non-APLAC members (other than interested parties already invited) should be permitted to attend the APLAC week of meetings. The main points raised were:

- there may be logistical problems for the host organisation if the number of potential attendees is unknown
- acceptance of "interested parties", if they request to attend, versus "open advertising"
- the need for selection criteria if there are limited places for non-members
- individuals or only organisations?
- encourage any organisation wishing to attend to become an Associate member of APLAC.

IAJapan advised that some Japanese laboratory associations wished to attend the PT Committee meeting at APLAC 2010 in Osaka, and that some Japanese industry organisations wanted to attend the APLAC GA. There was consensus that this was acceptable provided no more than 10 extra persons attended each meeting.

The GA also discussed whether or not APLAC should expend some of its funds assisting potential APLAC members. It was agreed that this would be a fundamental change in APLAC policy, and would need to be carefully considered as APLAC is not a funding agency. There was no consensus although a majority of the GA considered that any such use of funds, if introduced, should concentrate on the ASEAN region.

GA ACTION 15.1   The BoM to consider the way forward on any consideration of using APLAC funds to assist potential APLAC members.

6.3 APLAC Strategic Plan

The APLAC Chair went through the APLAC strategic plan (APLAC SEC 053), reminding members that the following items were assigned to all APLAC members: 3.2.1; 3.3.4; 3.3.5.

6.4 Internal Audit of APLAC Secretariat

It was noted that "sign off" on the concerns and comments raised during the April 2009 internal audit had been completed. It was also noted that Zhang Mingxia of CNAS had accepted an invitation to do the next internal audit in late 2010.

GA RES. 15.4   That the GA thanks Shaharul Sadri Alwi for his thorough and professional audit of the APLAC Secretariat.

6.5 Suggestions for Improvements of APLAC Processes

This is to be a standing agenda item for BoM and GA meetings. It was suggested that members could be surveyed electronically for any suggestions.

6.6 Future Development of ILAC and IAF

It was noted that the ballot on the future of ILAC and IAF was currently being conducted within both organisations.

7. MEMBERSHIP AND STRUCTURE

7.1 Applications for Membership

It was noted that, although it had recently been accepted as an Associate member of APLAC, RRA of Korea was not yet listed as a member because it had not yet paid its fees for 2009.

The new letters of welcome for Full and Associate members, setting out their rights and responsibilities, were noted.

7.2 Non-financial Members

Other than the recently accepted Associate member (see item 7.1) all members had paid their fees for 2009. It was noted that the invoices for the 2010 fees would be sent out at the start of January 2010 with payment due by 31 March 2010.

8. APLAC DOCUMENTS

8.1 New APLAC Documents

New APLAC documents issued since the last APLAC GA meeting were noted.

8.2 Revisions to APLAC Documents

Revisions to APLAC documents issued since the last APLAC GA were noted. The Secretary reminded members that the ballot on issue 2 of the APLAC TC 008 was due to close on 28 December 2009.

8.3 Ballots on APLAC Documents

Members were reminded that their membership obligations included the need to return their ballot papers in a timely manner.

8.4 APLAC Web Site

The APLAC Chair advised that there would be a possible review of the APLAC web site by the PIC and this may lead to some changes to it. He also advised that the committee Chairs had requested some enhancements to the web site specifically to facilitate committee membership communication and comments on committee draft documents, and that the BoM was proposing some additional funding in the 2010 budget for this purpose.

In response to a question about accessing information about the accreditation symbols of APLAC MRA signatories, the Secretary referred members to APLAC PR 008 (from the "publications" section of the web site) that was developed a few years ago by the PIC specifically for this purpose.

9. APLAC MRA COUNCIL

9.1 Report from APLAC MRA Council Chair
9.2 New Signatories to APLAC MRA
9.3 ILAC MRA
9.3.1   ILAC Evaluation of APLAC
9.4 Evaluator Training

The APLAC MRA Council Chair covered these agenda items in a verbal report that expanded upon the report given in the agenda papers. He noted that there are now 31 signatories to the APLAC MRA from 20 economies.

Members were encouraged to pay particular attention to the MRA Effectiveness Working Group survey when it is sent out to them for their completion.

10. REPORTS FROM APLAC COMMITTEES

GA RES. 15.5   That the APLAC GA commends the good work of the committees, and commends the closer cooperation among the committee Chairs.

GA ACTION 15.2   The committee Chairs to send to the APLAC Secretariat electronic copies of their committees' current terms of reference and of the completed committee Strategic Plan template.

10.1   Training Committee

Zhang Mingxia, the Chair of the Training Committee, spoke to her report: see attachments no. 4 and 5.

GA RES. 15.6   That the APLAC GA endorses the changes to the Training Committee's terms of reference; that the APLAC GA accepts the report from the Training Committee, and the proposal to hold 3 APLAC training courses in 2010.

The request for USD 60K for the training courses in 2010 was noted and was considered under agenda item 11.2.3.

10.2   Public Information Committee

Alan Patterson, the Chair of the PIC, spoke to his report: see attachments no. 6 and 7.

GA RES. 15.7   That the APLAC GA accepts the report and the proposed PIC workplan for 2010.

The request for USD 15K for PIC activities in 2010 was noted and was considered under agenda item 11.2.3.

It was advised that the editors of "APLAC News Notes" for 2010 would be:

March 2010	-	IAS
June 2010	-	TAF
September 2010	-	joint APLAC/IAAC/PAC newsletter; coordinator not yet identified
December 2010	-	A2LA

The APLAC Chair noted that there are some restrictions on promoting the APLAC MRA vis à vis the promotion of the ILAC Arrangement. He advised that it was important that all APLAC members be consulted before any proposal was made on "rebranding" of APLAC.

10.3 Proficiency Testing Committee

Dan Tholen, the Chair of the PT Committee, spoke to his report: see attachments no. 8 and 9.

GA RES. 15.8   That the APLAC GA accepts the report and the proposed PT Committee work plan for 2010.

The request for USD 70K to support APLAC PT activities in 2010 was noted and was considered under agenda item 11.2.3.

In relation to the revision of APLAC PT 003 it was noted that the PT providers listed are not just accredited PT providers but also other PT providers that have in some way been "approved" by various APLAC member ABs. The listing will, however, distinguish between those that are accredited and those that are not.

10.4 Technical Committee

Trace McInturff, the Chair of the Technical Committee, spoke to his report: see attachments no. 10 and 11.

GA RES. 15.9   That the APLAC GA endorses the changes to the Technical Committee's terms of reference, and accepts the report and the proposed Technical Committee work plan for 2010.

10.5 Nominations Committee

The outcome of the BoM elections held earlier were noted: see agenda item 3.1.

11.   APLAC SECRETARIAT

11.1 Report

The report from the secretariat was noted.

11.2 Financial Report

11.2.1 Audited Accounts for 2008

GA RES. 15.10   That audited APLAC accounts for 2008 be accepted.

In response to a question as to whether or not APLAC had considered moving from USD to AUD for account keeping and other financial purposes the GA was told that the BoM has asked the Secretariat to seek advice on the pros and cons of any such change.

11.2.2   2009 Financial Position

The financial position to the end of November 2009 was noted.

11.2.3   Proposed Budget for 2010

The draft proposed budget, as presented by the BoM, was considered. It was noted that the Training Committee was now requesting USD 60K for 3 training courses in 2010. It was agreed to change the Training Committee line item to USD 60K and reduce the MRA Council line item to USD 0.00.

Clarification was sought on the selection process to be used to select the consultant that the PIC proposed to use for part of its work plan for 2010. The APLAC Chair pointed out that if APLAC contracts a consultant there needs to be a defined brief with a defined deliverable, and the BoM needs to approve the proposed expenditure, even though the line item is included in the budget. It was also pointed out that the PIC needs to establish the credentials of any proposed consultant and have those credentials endorsed by the BoM. The PIC agreed to prepare a brief, including the criteria for selection of the consultant, to be provided to the BoM for its approval prior to any consultant being appointed.

In response to a question about the BoM presenting a deficit budget the Secretary replied that it was the BoM's decision to propose that APLAC invest its resources in APLAC activities as the current reserves are more than 1 year's income, this amount having been defined previously by the APLAC GA as an acceptable reserve.

GA RES. 15.11   That, allowing for the adjustments mentioned above, the budget for 2010 be approved, with a projected deficit of USD 144K.

The approved budget is given in attachment no. 12.

11.3   New APLAC Secretary

Michael Fraser, the APLAC Secretary designate, who will take over at the start of July 2010, was welcomed to the APLAC family.

12. INTERNATIONAL LIAISON

12.1 Asia Pacific Economic Cooperation (APEC)

12.1.1 APEC SCSC

The Secretary spoke to the report and attachments given in the agenda papers. The APLAC Chair noted that the APEC Specialist Regional Bodies (SRBs) now had a much higher profile within the SCSC than previously.

12.1.2 APEC TEL

Nigel Jou spoke to his report in the agenda papers.

GA ACTION 15.3   Nigel Jou to correspond with PAC in relation to part 3 of the APEC TEL MRA that covers product certification.

12.2 International Laboratory Accreditation Cooperation (ILAC)

The report from ILAC was noted.

A request was tabled that APLAC change its voting rules from 1 vote per economy to 1 vote per member. The reason given was concern that the ILAC vote on the future of ILAC and IAF was per economy and not per member and so ILAC members in multi-member economies felt disenfranchised. It was felt that the same thing could happen in APLAC.

The Secretary pointed out that APLAC seeks to work by consensus and that votes on membership applications are per member; votes for APLAC elections are per member, after invoking clause 5.4.3 of the APLAC Constitution; the only votes currently done per economy are votes on the acceptance of APLAC documents. It was also pointed out that the wording of the APLAC Constitution is quite different from that of the ILAC Rules in that the former more clearly allows for the APLAC GA to vote in accordance with clause 5.4.3 to have a vote per member rather than per economy on any matter.

GA ACTION 15.4   The BoM to study the pros and cons of changing the APLAC Constitution so that all APLAC votes are per member.

A further request was then tabled that APLAC take a protest to ILAC about the alleged refusal to permit a vote per member on the future of ILAC and IAF. It was pointed out, however, that APLAC is not a member of ILAC. The APLAC Chair stated that there was no consensus as to whether or not the ILAC Chair had violated the ILAC Rules by not permitting one vote per member. The Secretary pointed out that the ILAC Chair did not refuse to consider the request but rather

stated that the ILAC Rules do not permit the option of one vote per member (as compared to the APLAC Constitution). Any protest to ILAC by APLAC would have to clearly demonstrate that ILAC procedures were not followed. The request for APLAC to protest to ILAC was withdrawn.

12.3 European cooperation for Accreditation (EA)

Graham Talbot, the Chair of EA, spoke to the report in the agenda papers, and provided an update after the EA GA in late November 2009. The main points of interest to APLAC were:

- consideration of APLAC's offer to provide EA members with contract of cooperation recognition under the APLAC MRA for RMP has been put on hold until after an enquiry in Europe about the accreditation of RMPs;

- a Working Group has been established to provide some form of EA recognition to ABs outside of Europe that meet the additional criteria detailed in the EU Regulation EC 765/2008;

- the institution of a European accreditation symbol is being investigated.

12.4 Interamerican Accreditation Cooperation (IAAC)

The report from IAAC was noted.

12.5 Southern Africa Development Community Cooperation on Accreditation (SADCA)

The report from SADCA was noted.

12.6 ASEAN Consultative Committee on Standards and Quality (ACCSQ) WG 2

Vu Xuan Thuy spoke to the report in the agenda papers.

13. OTHER SPECIALIST REGIONAL BODIES (SRBs)

13.1 Asia Pacific Legal Metrology Forum (APLMF)

The report from APLMF was noted.

13.2 Asia Pacific Metrology Program (APMP)

The report from APMP was noted, as was the fact that the APLAC Chair and Secretary would be meeting with the outgoing and incoming APMP Chairs and Secretaries on 12 December 2009.

13.3 Pacific Accreditation Cooperation (PAC)

Belinda Mort, the PAC Secretary, spoke to the PAC report in the agenda papers and provided an update: see attachment no. 13. She noted that less than 50% of the PAC membership overlaps with the APLAC membership.

13.4 Pacific Area Standards Congress (PASC)

The report from PASC was noted.

14. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes that were not covered elsewhere in the agenda.

15. OTHER BUSINESS

As it was her last GA meeting, the APLAC Secretary thanked the GA for its support and friendship over her 10 years as Secretary. The APLAC Chair thanked the Secretary, on behalf of the GA, for her contributions to APLAC.

16. NEXT MEETINGS

16.1 16th APLAC General Assembly, 2010

Katuo Seta, on behalf of the Japanese hosts of APLAC 2010 (IAJapan, JAB, JCLA, VLAC) made a presentation on the preparations for the 16th GA to be held in Osaka in the week 4-10 December 2010. The APLAC members will be advised when the website, www.aplac2010osaka.jp, is operational.

16.2 General Assembly 2011

Perla Baje of PAO gave a brief presentation about preliminary preparations for APLAC 2011, to be held in Makata City, Manila in the week 10-16 September 2011.

16.3 General Assemblies 2012 and Beyond

NATA offered to host APLAC 2012, and BoA offered to host APLAC 2013.

In closing the General Assembly the Chair thanked KAN for its excellent arrangements for the week; EA, PAC and ILAC for their attendance; all of the attendees for their contributions; the Secretariat for all their work.

_____   _____

Terence S S Chan   Helen Liddy
APLAC Chair   **APLAC Secretary**

21 January 2010

ATTACHMENTS

1.   Attendance list – 15th APLAC General Assembly
2.   Final Minutes of 14th APLAC General Assembly
3.   Memo from APLAC BoM to APLAC General Assembly, 7 December 2009
4.   Training Committee report PPTs
5.   Training Committee report to 15th APLAC General Assembly
6.   Public Information Committee report PPTs
7.   Public Information Committee report to 15th APLAC General Assembly
8.   Proficiency Testing Committee report PPTs
9.   Proficiency Testing Committee report to 15th APLAC General Assembly
10.   Technical Committee report PPTs
11.   Technical Committee report to 15th APLAC General Assembly
12.   Approved APLAC budget for 2010
13.   PAC report PPTs

RESOLUTIONS OF 15TH APLAC GENERAL ASSEMBLY

GA RES. 15.1   That, as allowed under clause 5.4.3 of the APLAC Constitution (SEC 052), the ballot to fill the two vacant positions on the Board of Management be conducted with one vote per Full and Associate member present.

GA RES. 15.2   That, as there is no Immediate Past Chair, Barry Ashcroft be appointed to oversee the conduct of the elections.

GA RES. 15.3   That the Minutes of the 14th APLAC GA be accepted as a correct record of the meeting.

GA RES. 15.4   That the GA thanks Shaharul Sadri Alwi for his thorough and professional audit of the APLAC Secretariat.

GA RES. 15.5   That the APLAC GA commends the good work of the committees, and commends the closer cooperation among the committee Chairs.

GA RES. 15.6   That the APLAC GA endorses the changes to the Training Committee's terms of reference; that the APLAC GA accepts the report from the Training Committee, and the proposal to hold 3 APLAC training courses in 2010.

GA RES. 15.7   That the APLAC GA accepts the report and the proposed PIC workplan for 2010.

GA RES. 15.8   That the APLAC GA accepts the report and the proposed PT Committee work plan for 2010.

GA RES. 15.9   That the APLAC GA endorses the changes to the Technical Committee's terms of reference, and accepts the report and the proposed Technical Committee work plan for 2010.

GA RES. 15.10   That audited APLAC accounts for 2008 be accepted.

GA RES. 15.11   That, allowing for the adjustments mentioned above, the budget for 2010 be approved, with a projected deficit of USD 144K.

ACTIONS FROM 15th APLAC GENERAL ASSEMBLY

GA ACTION 15.1   The BoM to consider the way forward on any consideration of using APLAC funds to assist potential APLAC members.

GA ACTION 15.2   The committee Chairs to send to the APLAC Secretariat electronic copies of their committees' current terms of reference and of the completed committee Strategic Plan template.

GA ACTION 15.3   Nigel Jou to correspond with PAC in relation to part 3 of the APEC TEL MRA that covers product certification.

GA ACTION 15.4   The BoM to study the pros and cons of changing the APLAC Constitution so that all APLAC votes are per member.

Agenda Item 5

Minutes of the 26th and 27th APLAC Board of Management Meetings

The Minutes of these two Board of Management meetings will be provided to Full
and Associate members only at the General Assembly meeting, for their information.

Agenda Item 6

Report from APLAC Chair and APLAC BoM

6.1   Report from APLAC Chair

At the time of preparation of these papers the report from the APLAC Chair had not been received.

6.2   Report from APLAC Board of Management, 28th Meeting

A written report from the 28th Board of Management meeting, held on 4 to 5 December 2010, will be provided to the General Assembly prior to its meeting.

6.3   APLAC Strategic Plan

The APLAC Strategic Plan (APLAC SEC 053 see agenda_item_06b): Click here was reissued in September 2010 to reflect the changes to the Secretariat Office details. The MRA Council and APLAC Committees have developed their action plans in response to the Strategic Plan. The GA members are asked to consider what action plans the GA needs to implement to help achieve the aims of the Strategic Plan.

6.4   Internal Audit of APLAC Secretariat

An audit of the APLAC Secretariat was conducted by Zhang Mingxia of CNAS on 10-12 November 2010. The Board of Management is currently reviewing the audit report and corrective action requests (CARs) raised and will assign the CARs to the appropriate person for resolution. A copy of the audit report and corrective action requests will be provided to the General Assembly prior to its meeting.

6.5   Suggestions for Improvement of APLAC Processes

This is now a standing agenda item for all GA meetings. The members are invited to suggest ways in which APLAC could improve its processes.

Asia Pacific Laboratory Accreditation Cooperation

APLAC STRATEGIC PLAN

PURPOSE

This document sets out the APLAC Strategic Plan, detailing 2 year, 5 year and 10 year goals. This is a dynamic document that will be reviewed at least every two years to ensure its currency.

AUTHORSHIP

This document has been written by the APLAC Board of Management.

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FURTHER INFORMATION

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1. INTRODUCTION

The Asia-Pacific Laboratory Accreditation Cooperation (APLAC) is formed by accreditation bodies for laboratories, inspection bodies and related activities, and by other organisations interested in accreditation in the Asia-Pacific and neighbouring regions. APLAC was established in 1992 and formalised in 1995 through the signing of a Memorandum of Understanding by 20 accreditation bodies. It was incorporated in New Zealand in 2006 when its Constitution was adopted. APLAC is an independent organisation and its operation is fully funded by its members through paying yearly fees. All members agree to abide by the APLAC Code of Ethics. The highest decision making body of APLAC is its General Assembly. Routine decision making is delegated to the Board of Management (BoM). Work is carried out by its members through its MRA Council and five Committees. Secretariat support is provided by the APLAC Secretariat.

APLAC's objectives, as detailed in its Constitution, can be summarised as follows:

1. To provide a forum for members and interested parties to exchange information, carry out discussion and to provide assistance.

2. To improve the standard of accreditation services offered by its accreditation body members through cooperation, including MRA evaluations, publication of documents, organisation of proficiency testing programs, organisation of training courses and workshops, etc.

3. To develop and promote its Mutual Recognition Arrangement.

4. To cooperate with other organisations with similar or complementary objectives.

The APLAC Mutual Recognition Arrangement (MRA) is an international multilateral recognition arrangement for accreditation of laboratories, inspection bodies and reference material producers. Signatories to the MRA are required to comply with the international standard for accreditation bodies and other requirements adopted by the APLAC MRA Council. The APLAC MRA emphasises technical competence, rigour of evaluation, effective performance monitoring and credibility. Signatories to the APLAC MRA recognise the equivalence of each others' accreditations. They also accept as equivalent endorsed reports and certificates of accredited activities issued by organisations accredited by one another, and recommend other parties to do the same.

APLAC contributes to and supports the objectives and activities of ILAC.

2. APLAC VISION STATEMENT

To be a leading and respected authority providing reliable global solutions for the recognition of technical competence.

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3. APLAC GOALS

Under the guidance of its vision statement, APLAC sets short term, medium term and long term goals (for two years, five years and ten years) to achieve APLAC objectives. These are listed below with the main groups responsible being listed in parentheses in bold italics.

3.1 2-year goals

3.1.1 International Relationship

- Retain the recognition of APLAC as an ILAC-recognised region *(MRA Council by 2010)*.
- Increase the participation of APLAC members such that the global accreditation structure will be developed in a direction that is in the best interest of APLAC members *(BoM)*.
- Enhance the influence of APLAC and its members in ILAC activities and decisions *(BoM, APLAC "mirror" committees to the various ILAC committees – committee Chairs to canvass members' views and take to relevant ILAC committee)*.
- Take a leadership role in the development of global accreditation *(BoM: 17020; TC 212; PT, 17043; PTCG; BIPM)*.
- Deepen cooperation and liaison with regional bodies such as PAC and IAAC *(BoM: MRA Council (common membership); committee Chairs (IAAC); APLAC Chair annual meetings with Chairs of IAAC, PAC, APMP)*.
- Evaluate the impact of EC regulation relating to accreditation on members *(APLAC Chair and BoM; MRA Council)*.

3.1.2 Membership dynamics and analysis

- Further assist the development of the capability of APLAC accreditation body members, in terms of the breadth and effectiveness of their accreditation services *(APLAC committees)*.
- Promote and facilitate active participation of members in APLAC activities *(APLAC committees)*.
- Promote active contribution by APLAC members to the activities of other organisations with objectives similar or complementary to those of APLAC *(BoM)*.
- Liaise and cooperate with IAAC and PAC regarding common membership *(BoM, MRA Council (common membership))*.
- Solve the human resource constraints for active promotion of APLAC and its MRA *(BoM; remind members of obligations under MRA (MR 002 text))*.

3.1.3 Scope and effectiveness of the MRA

- Continue expanding the scope of the APLAC MRA to satisfy the needs of members *(MRA Council)*.

- Continue to improve the quality, credibility, effectiveness and efficiency of the APLAC MRA *(MRA Council).*

3.1.4 Administration of APLAC

- Prepare a documented strategic plan *(BoM).*
- Plan for APLAC leadership succession *(BoM).*
- Maintain and enhance relationships with the other APEC Specialist Regional Bodies *(BoM, Technical Committee (APMP); MRA Council (PAC); PIC (PAC)).*
- Continue to provide efficient secretariat services to members **(Secretariat; BoM).**

3.2 Five-year Goals

3.2.1 Internal

- Enhance stakeholder involvement in APLAC activities *(BoM; MRA Council; all APLAC members).*
- Aim to have all APEC economies join APLAC *(APLAC liaison to IAAC).*
- Measure of the performance of APLAC against the goals of the strategic plan *(BoM)*.

3.2.2 External

- High level liaison with key complementary organisations, e.g. APEC SCSC, ACCSQ WG 2 *(BoM; APLAC Secretary).*

3.3 Ten-year Goals

3.3.1 All APLAC full members are signatories to the APLAC MRA for all the relevant accreditation services that they provide *(MRA Council)*.

3.3.2 Maintain a level of leadership in the global accreditation community commensurate with the importance of our region *(BoM; APLAC "mirror" committees to ILAC committees).*

3.3.3 Continued financial stability and independence of APLAC *(BoM).*

3.3.4 Comprehensive acceptance by all stakeholders of accreditation, of the APLAC MRA and of APLAC initiatives *(all APLAC members; BoM; MRA Council; PIC).*

3.3.5 Preserve the APLAC culture of mutual support and understanding *(all APLAC members)*.

4. RESPONSIBILITY

The APLAC Board of Management is responsible for setting up work plans to achieve the goals, through assigning work to the APLAC Committees and coordinating with the APLAC MRA Council. The MRA Council and

Committees shall organise their work and resources, including assigned budgets, to complete the assigned tasks within the agreed time. Where necessary, the committees may need to amend their terms of reference.

The Committees and MRA Council shall report to each BoM meeting, or more often if necessary, on the progress of their work. The BoM shall review the achievement of the goals and make appropriate adjustments to the work plans where necessary.

The MRA Council and Committees may continue to work on issues they initiate themselves and which contribute to achieving the goals of APLAC. Where appropriate, the BoM may also set up ad hoc working groups to carry out specific tasks, and invite members to nominate representatives to join such groups.

The BoM shall report to the General Assembly on the progress in achieving the goals and seek its agreement to any changes to the goals.

5. REVIEW OF THIS PLAN

The BoM shall review this strategic plan at least once every two years and propose amendments for approval by the General Assembly in a meeting or through correspondence.

Agenda Item 7

Membership and Structure

7.1   Applications for Membership

Since the last General Assembly QMP-LS, Canada has joined as a Full Member and KASTO, Korea has joined as an Associate Member.

JCLA, Japan has ceased to be a member of APLAC after advising that it was withdrawing its membership as from 1 October 2010.

7.2   Non-financial Members

There are no non-financial members. Invoices for the 2011 membership fees will be sent out in late December 2010 (dated 1 January 2011), with payments due by 31 March 2011.

7.3   Relationship with Stakeholders and Other Non-APLAC Member Organisations

An update on the relationship with Stakeholders and other Non-APLAC Member Organisations will be provided to the General Assembly.

Agenda Item 8

APLAC Documents

8.1   New APLAC Documents

Since the last General Assembly meeting the following new APLAC document has been issued:

- APLAC MR 011:   A Guide for APLAC Evaluation Teams for the Planning and Conduct of Evaluations
- APLAC TR 004:   Guidelines for Sharing Assessment Personnel Among APLAC Member Accreditation Bodies

8.2   Revisions to APLAC Documents

Since the last General Assembly meeting revisions of the following APLAC documents have been issued:

- APLAC MR 001:   Procedures for Establishing and Maintaining the APLAC Mutual Recognition Arrangement Among Accreditation Bodies
- APLAC MR 003:   Application for Signatory Status in the APLAC Mutual Recognition Arrangement (MRA) or to Extend Scope of Recognition
- APLAC MR 004:   APLAC Evaluators – Qualifications, Training and Monitoring Performance
- APLAC MR 006   APLAC Procedure for the Conduct of Joint Evaluation with Another Regional Cooperation
- APLAC MR 008   APLAC MRA Council – Rules for its Operation
- APLAC MR 010   Guidelines for an APLAC Signatory When Requested to Accredit a Conformity Assessment Body (CAB) Within Another Economy Where There is an APLAC MRA Signatory
- APLAC PR 007   APLAC Power Point Presentation
- APLAC PR 008   International Recognition of Accredited Test, Calibration and Inspection Reports
- APLAC PR 009   APLAC Procedures for Editors of **APLAC** News Notes
- APLAC PR 010   Encouraging Accredited Laboratories and Inspection Bodies to Use Their Accreditation Body's Accreditation Symbol on Reports
- APLAC PR 011   Guidance for the Promotion of the APLAC MRA
- APLAC Quality Manual
- APLAC PT 005   Artefacts for Measurement Audits
- APLAC PT 006   Proficiency Testing Frequency Benchmarks
- APLAC SEC 017   APLAC Application for Membership
- APLAC SEC 038   APLAC Membership Summary List
- APLAC SEC 039   APLAC MRA Signatories Summary List
- APLAC SEC 042   APLAC Code of Ethics

- APLAC SEC 046   Guidelines for the Use of the APLAC Logo
- APLAC SEC 052   APLAC Constitution
- APLAC SEC 053   APLAC Strategic Plan
- APLAC TC 002   APLAC Internal Audits for Laboratories and Inspection Bodies
- APLAC TC 003   APLAC Management Review for Laboratories and Inspection Bodies
- APLAC TC 004   APLAC Method of Stating Test and Calibration Results and Compliance with Specification
- APLAC TC 005   APLAC Interpretation and Guidance on the Estimation of Uncertainty of Measurement in Testing
- APLAC TC 006   APLAC Guidance Notes on ISO/IEC 17020
- APLAC TC 007   APLAC Guidelines for Food Testing Laboratories
- APLAC TC 008   APLAC Guidelines on the Approach to the Assessment of Reference Material Producers and the Resulting Scope of Accreditation
- APLAC TC 009   APLAC Guidance on Assessing Laboratories and Inspection Bodies to Meet Foreign Regulatory Requirements
- APLAC TC 010   APLAC General Information on Uncertainty of Measurement
- APLAC TC 012   Guidelines for Acceptability of Chemical Reference Materials and Commercial Chemicals for Calibration of Equipment used in Chemical Testing
- APLAC TR 001   APLAC Guidelines on Training Courses for Assessors
- APLAC TR 002   APLAC Guidelines for Formulating Training Proposals, Obtaining Funding and Delivering Training
- APLAC TR 003   Cross-Posting of Staff Among APLAC Member Accreditation Bodies
- APLAC TR 004   Guidelines for Sharing Assessment Personnel Among APLAC Member Accreditation Bodies

It should be noted that the majority of changes to the above documents came as a result of the Secretariat moving offices in Melbourne.

A Word version of the following forms were placed on the MR documents page of the "Committee Documents" section of the "Members only" area for access and use by the evaluation team leaders:

- MR 001, appendix B: confidentiality form
- MR 001, appendix C: team leader checklist
- MR 004, appendix 3:   evaluator and technical expert performance log

At the time of preparation of these agenda papers the following revised documents are out for 60 day comment:

- MR 001, issue 19
- MR 004, issue 12
- MR 007, issue 3

- MR 008, issue 6
- MR 009, issue 4
- TC 013, issue 1

8.3 Ballots on APLAC Documents

Members are reminded that it is one of their obligations of membership to vote in a timely manner on new and revised APLAC documents. The Secretariat continues to encounter difficulties in obtaining sufficient returned votes for a valid ballot, and 30 day ballots can take up to 60 days to complete. APLAC relies on members' meeting their responsibilities to ensure the effectiveness of its operations.

8.4 APLAC Web Site

The Secretariat seeks comments from members on the web site and suggestions for further enhancements of the site.

Agenda Item 9

APLAC MRA Council

9.1   Report from APLAC MRA Council Chair

The Council has met twice since the 2009 Bali meetings:
- 25th Meeting on 12 & 13 May 2010 in Seoul, Korea
- 26th Meeting here in Osaka immediately prior to this General Assembly
The Council would like to thank KOLAS for their exemplary hosting of the mid-year meeting and for the hospitality shown to the attendees.

This report details the work of the Council, including a summary of the verbal report given at the 15th General Assembly from the Bali (24th) meeting; from the Seoul (25th) meeting. A verbal report will be presented on the key issues arising from this week's 26th meeting.

24th Meeting of the MRA Council (Bali, December 2009)

The following is a written summary of the verbal report given by the MRA Council Chair to the 15th General Assembly.

1. The Council welcomed the Sri Lankan Accreditation Board for Conformity Assessment (SLAB) as a new signatory to the MRA for testing (ISO/IEC 17025 & ISO 15189). In addition, NSC-ONAC, Thailand extended their scope under the MRA to include inspection body accreditation. This bought the signatories to the MRA to 31 from 20 economies, including 30 in testing, 24 in calibration, 13 inspection and 11 in ISO 15189.
2. Several other evaluation reports were considered and continued signatory status confirmed including CALA, TAF, ema and JAS-ANZ.
3. The Council continued to work closely with applicant accreditation bodies as they progress through the evaluation and decision-making processes, and with new applications for extension from existing signatories. The Council also continued to monitor existing signatories by means other than evaluation, where the need arises.
4. The list of evaluators was routinely reviewed and continued to be in a healthy state with still many provisional evaluators awaiting the chance to participate in evaluations. Due to this the Council decided not to run any evaluator training courses in 2010. The bulk of the APLAC corps of Lead Evaluators was appointed for a further 3 years.
5. The Council continued to maintain its re-evaluation schedule very strictly. All Team Leaders have been appointed for scheduled evaluations in 2010 and 2011. During 2009 we managed to overcome occasional hurdles and ensure our schedule has been adhered to.
6. The Council's Working Groups continue to work diligently to the tasks allocated to them on behalf of the Council and our thanks go out to them.
    - The <u>Documentation WG</u> – time constraints did not allow a full discussion of this agenda item but the group embarked upon a re-engineering the documentation to attempt to make them more user friendly. MR001 had become quite a cumbersome document and the

proposal was to restrict it to only requirements related to criteria and process. A significant proportion was moved into MR008 concerning the operation of the Council, and not directly related to the conduct of evaluations. Similarly much of the guidance currently contained in MR001 was separated into a separate MR document. Drafts were distributed for membership comment early in 2010.

- The <u>Evaluator Performance WG</u> continued with the monitoring of the evaluation process and evaluator performance through feedback from team leaders, team members and the evaluated accreditation bodies. The Council had some discussion in response to some feedback relating to the changing face of evaluations and the increasing formality associated with these activities.
  The ILAC evaluation has also identified some opportunities for improvement around the work carried out by the EPWG and these will be implemented were possible in the future.
  The Council is also responding positively to requests from IAF & ILAC to provide APLAC evaluators to participate as evaluators of other regions in the IAF/ILAC.

- <u>PT Provider MRA WG</u>, charged with examining what APLAC would need to do to implement such an MRA. Currently the WG is monitoring work items within the ILAC PTCG and particularly the policy development around the implementation of ISO/IEC 17011 in this area. The Council is prepared to wait until this work is complete before considering further work toward an MRA.

- <u>MRA Effectiveness WG</u> – Led by Chang Kwei Fern, this group has been working hard. In association with the PIC, a survey of members is to be conducted to gather data to assess the cost effectiveness of the MRA in the telecommunications and electrical safety sectors in APLAC. It is an ambitious undertaking and will require some work from all members and I would plead that you give this survey the attention it deserves when it come out.

- The <u>Evaluator Training Working Group</u> is in a brief hiatus at the moment – with the plethora of trained evaluators waiting to apply their skills. While there were no evaluator training courses run in 2010, the WG assisted the Training Committee with a ISO/IEC 17011 course run in Seoul.

7. The ILAC evaluation of APLAC continues. The Team Leader, Ralf Egnar from Germany who is observing this GA also observed the Council meeting as the final step in the evaluation of APLAC. The ILAC team has witnessed evaluations of KOLAS and CALA, and has evaluated the Secretariat in September. So far, the team has made only 7 Comments and has not identified any NC or Concerns. The Council discussed the APLAC response to the comments and will submit these for the team's consideration in due course. Congratulate all involved to date on an outstanding outcome to date.
   APLAC has also applied to enter the proposed IAF/ILAC ML/MRA for inspection. Much of the current ILAC evaluation will contribute toward the evaluation of the application, but two additional observations of APLAC evaluation of inspection body accreditation bodies will need to be carried out. These are not expected to take place until 2011.

8. The Council has drafted an action plan in response to the APLAC Strategic Plan. This was essentially agreed by the Council – the current work of the Effectiveness WG is to be added, and more specific current work items will be added alongside the action items where necessary. Comments or suggestions on the Council's Action Plan are welcomed.

9. With the very recent publication of a new addition of the primary accreditation standard for reference material producers (ISO Guide 34:2009), the Council now needs to formalise a transition plan for ABs to upgrade their accreditations and to communicate this to other signatories. An ad-hoc WG comprising the current RMP signatories has been charged with drafting a resolution on the same for the next meeting.

10. Closer cooperation with PAC – a JWG has been established but unfortunately has not progressed a great deal, mainly through too many things to do on the part of the Chair. However, one joint evaluation with PAC under a PAC lead was conducted successfully during the year and another is scheduled for early next year. I am sure there will be some learnings to be had from these exercises which will feed into the JWG.

11. Some items of interpretation around ISO/IEC 17011 and related issues were discussed along with some directives coming out of ILAC e.g. the BMC to CMC terminology change.

12. The Council is did not seek any funding in relation to training or travel at the Bali GA, over and above the standard costs of hosting the mid-year meeting.

25th Meeting of the MRA Council (Seoul, Korea, 12 & 13 May 2010)

1. The meeting considered the initial evaluation report from PNGLAS, Papua New Guinea and PNGLAS was accepted as a MRA signatory for testing, with the first re-evaluation scheduled for September 2013.

2. In addition, the following evaluation reports and follow-up activities were considered by the meeting and decisions made as indicated:
    - PAO, The Philippines – continuation of their signatory status in testing and calibration.
    - A2LA, USA – continuation of their signatory status in testing, calibration, inspection and RMP, and extension of their signatory to ISO 15189.

    The number of signatories to the MRA is now 32 (from 21 economies), including 31 in testing, 24 in calibration, 13 in inspection, 12 in ISO15189 and 5 in RMP.

    The team leader for the A2LA evaluation raised a number of points that were discussed in Council – namely the small number of accredited CABs in new programmes, measurement uncertainty expectations in APLAC PT programmes, and confidentiality provisions for observers. The discussion resulted in agreement that the evaluated AB would be responsible for confidentiality provisions for observers there by their invitation and who did not attend closed sessions of the evaluation team.

3. The Council continues to monitor signatory accreditation bodies where there is deemed a need, such as through shortened re-evaluation

intervals and provision of additional information for review by the Council (SLAB, NSC-ONAC), and in relation to transition to new accreditation standards e.g. ISO Guide 34:2009.

4. Progress with the applications new applicants (AIHA, USA and MASM, Mongolia) was reviewed along with the scheduled assessments for signatories from earlier in 2010.

5. The evaluators list was reviewed as matter of routine and appointments of Team Leaders for scheduled evaluations in 2012 were confirmed. The Evaluator Performance WG and Evaluator Training WG continue their work. A number of items worthy of note are:
   - The need for evaluators to evaluate the AB on its own merit, and not how it compares with its own AB's practices. This will be passed onto the Evaluator Training Group to action.
   - The EPWG has been tasked to consider ways in which a more quantitative approach to measuring evaluator performance could be instituted and used to measure continual improvement. At the time of writing work has yet to start on this task.
   - The Evaluator Training WG has been tasked to investigate mechanisms for providing on-going support to evaluators e.g. on the APLAC website. At the time of writing, this work item is in hiatus due to a change in the convenorship of the Working Group, but will be reactivated on appointment of a new convenor.

6. The evaluation schedule was also reviewed, noting it is expected ILAC will wish to observe two evaluations of inspection body ABs in 2011 as part of the APLAC evaluation for the IAF/ILAC MRA for inspection.

7. Following the departure of Dr Liddy and Dr Seta from Council, the Documentation WG was reconstituted and begun its work after the meeting to review MR001, MR004, MR007, MR008 and MR009 to action tasks allocated to it by Council and the accommodate the recently re-issued IAF/ILAC-A2 document. The revisions of these five documents are currently out for membership comment, closing at the end of this week. In addition the WG, in conjunction with the BoM, has contributed to revision of the MRA Council's appeal procedures in MR006 and these proposed changes will be reviewed this week.

8. Work on a possible MRA for Proficiency Testing Provider accreditation remains in hiatus, pending outcomes from the PTCG. It is expected that the process of instigating an ILAC MRA for PT Provider accreditation will be advanced at the ILAC Shanghai meetings, and progress will be discussed at this week's MRA Council meeting.

9. The MRA Effectiveness WG tabled its proposed survey on the use of the MRA in various sectors in each economy and its economic impact. It is hoped the survey would be circulated in late 2010.

10. The Council expressed its on-going concern at the lack of progress with the ILAC evaluation of APLAC, and wrote to the ILAC AMC Chair to try to facilitate some progress. The letter was acknowledged but little else to date (as at the time of writing). It is understood this is being treated as a formal complaint by ILAC and will examined by the ILAC Executive Committee. As at the time of writing no further progress had been made, but the situation is due to be discussed at the ILAC AMC meeting in Shanghai.

11. The Council reviewed its tasks under the APLAC Strategic Plan, with little comment.

12. In relation to the closer cooperation with PAC on evaluations, the experiences with the SAC joint evaluation were discussed, with a common theme being the cultural/philosophical differences between the two co-operations. A number of observations were recorded and the joint APLAC/PAC WG looking at this issue were tasked with drafting some guidelines to include in MR006. Since the meeting, the guidelines had been drafted and were to be tabled at the MRA Council meeting this week for discussion prior to being formally provided to PAC for comment.

13. The Council resolved a process for the signatories to the RMP MRA to demonstrate their effective transition to the new ISO Guide 34 accreditation standard. The signatories are required to establish compliance through assessment and have the process completed by 30 June 2012, informing the Council of progress at specified meetings.

14. The meeting also discussed recent changes at KOLAS, a merging issues with CGCRE/INMETRO, Brazil regarding the application of one clause of ISO/IEC 17011, and a report from ISO/CASCO WG31 on the revision of ISO/IEC 17020.

9.2   New Signatories to APLAC MRA

Since the last APLAC General Assembly the following have become signatories to the APLAC MRA:

PNGLAS, Papua New Guinea   -   testing
A2LA, USA   -   extension to include ISO 15189.

The MRA Council Chair will advise the General Assembly of any new signatories following the meeting of the APLAC MRA Council on 8-9 December 2010.

9.3   ILAC MRA

      9.3.1   ILAC Evaluation of APLAC

The following observations as part of the inspection evaluation of APLAC have been scheduled:

observation of APLAC evaluation of NATA	March 2011
observation of APLAC evaluation of IANZ	March 2011

At the time of writing the report APLAC is still waiting for the report from the observation of the APLAC evaluation of CALA in May 2009.

The Board of Management and MRA Council expressed its on-going concern at the lack of progress with the ILAC evaluation of APLAC, and have written to the ILAC AMC Chair to try to facilitate some progress. Following the meeting of the ILAC AMC at IAF/ILAC 2010 the team leader has been requested to provide the report on the evaluation of CALA by 15 November 2010.

9.4   Evaluator Training

There are five people nominated for evaluator training currently on the evaluator competencies list. The convenor of the Evaluator Training Working Group had to relinquish the role due to his departure from CALA. At the time of preparing the agenda papers the decision on running an APLAC lead evaluator training course has not been made.

Agenda Item 10

Reports from APLAC Committees

Apart from the reports in these in these agenda papers, the Committee Chairs will also present reports to the APLAC General Assembly on the outcomes from their committee meetings held earlier in the week.

The GA members are reminded that a person's name will be automatically removed from a committee membership list if (s)he fails to attend two successive meetings.

10.1 Training Committee

A report form the Chair of the Training Committee, Zhang Mingxia, is given in agenda_item_10_1a: Click here

10.2 Public Information Committee

A report from the Chair of the Public Information Committee, Alan Patterson, is given in agenda_item_10_2a: Click here

10.3 Proficiency Testing Committee

At the time of preparation of these papers a report from the Chair of the PT Committee, Dan Tholen, was not yet available. It will be forwarded to GA members once it has been received.

10.4 Technical Committee

A report from the Chair of the Technical committee, Trace McInturff, is given in agenda_item_10_4a: Click here

10.5 Nominations Committee

The convenor of the Nominations Committee, Barry Ashcroft, will give a verbal report. Nigel Jou of TAF was appointed acting Chair of the Nominations Committee to oversee the elections that may need to be conducted as a result of the nomination process. The nominations committee consists of Barry Ashcroft (convenor), Betty Ann Sandoval, Dr Llew Richards and Dr Choe Gum-Ho.

REPORT TO BOM FROM TRAINING COMMITTEE

20 October 2010

The APLAC Training Committee has not met since its last meeting on Monday, December 7 2009. The next meeting is scheduled on 7 December 2010 in Osaka, Japan. The following is a summary of status of the Training Committee work items set out during the last meeting.

■ **Implementation Status of Action Plan of 2010**

1. ISO/IEC 17011 Training Course

The ISO/IEC 17011 training course was held from May 9-10, 2010. The main objective of this training course was to harmonize the understanding and interpretation of the requirements given in ISO/IEC 17011 for equivalence of accreditation body operations. The targeted audience was new staff of accreditation bodies and the new APLAC members. Invitations were also given to other ILAC-affiliated regions and to ILAC-unaffiliated accreditation bodies to send representatives. The presenters included Ned Gravel, Barry Ashcroft and Helen Liddy. Zhang Mingxia, Chair of training committee, also joined to coordinate the training. Twenty four participants, including the presenters and facilitators, took part in this training course, who represented 15 full members of APLAC. The interaction between the presenters and participants went through the whole training. The training course was not only a knowledge sharing occasion, but also a platform to exchange experience of application of ISO/IEC 17011. The objectives set out were successfully achieved based on the feedback of all participants. I would like to take this opportunity to express my gratitude to all the presenters and the Evaluator Training WG for the strong support and great efforts on planning and facilitating this training course. Special thanks are also given to KOLAS for the wonderful logistical arrangement.

2. ISO/IEC 17043 Training Course

The ISO/IEC 17043 training course was held 14-16 September 2010. The objective of this training course was to assist accreditation body staff in their applications of the Standard for the approval or operation of Proficiency Testing (PT) schemes or for accreditation of PT Providers. The presenters were Dan Tholen and Robert Audette. The facilitators were Nigel Jou and Zhang Mingxia. Twenty two participants representing 16 APLAC members, including the coordinators and presenters, took part in this training course. Through the presentation of facilitators and the discussion among the participants as well as group exercises, the participants' knowledge and understanding of ISO/IEC 17043 and its interpretation improved as a result of the course. Based on the analysis of feedback of participants, a workshop on statistical method of PT was suggested by the majority of participants. This information will be transferred to PT Committee for consideration. Some participants hope more case studies are to be developed. TAF was deeply appreciated by all participants for the excellent hosting work.

3. ISO Guide 34 Training Course

The ISO Guide 34:2009 Training Course was held 20-22 September 2010 in Beijing. The objective of this training course was to enhance members' understanding and to harmonize their interpretations on the new and amended requirements of ISO Guide 34. The training was facilitated by Mr. W W Wong. The presenters, Dr. Robert Watters (NIST), Dr. Stephen Wood (LGC) and Dr. Håkon Emteborg (IRMM), who have rich experience in reference material production were nominated by ISO REMCO. The significant changes of the revised standard and key issues, such as homogeneity and stability, metrological traceability are adequately discussed. The participants gave positive evaluation for this training. Meanwhile, a few participants suggested the presentation be given in the angle of accreditation bodies, not RM producers. More case studies and group discussion were also expected. These suggestions should be taken into account when planning the future training course. Special thanks were given to the facilitators and presenters and CNAS for their great efforts for this training course.

4. Status of APLAC TR Documents

✧ **Revision of APLAC TR001 "Guidelines on Training Course for Laboratory and Inspection Body Assessors"**
As requested by BoM, TR001 is still under the revision process. The draft of revised TR001 has already been emailed to APLAC Secretariat to send to members for comments.

■ Action Plan of 2011

The action plan of 2011 will be discussed at the next meeting in December. The following working items may be considered:

- go ahead with the revision of TR001;

- workshop on CMC estimation (firstly, discuss it at Technical Committee meeting to see whether we need it)

- assist PT committee to plan a training on statistical method for PT if   the training course is approved by GA(discuss it at PT committee)

- collect more case studies from APLAC members to add to "database" of case studies, especially those in inspection body accreditation, medical laboratory accreditation and application of ISO/IEC 17043"

Zhang Mingxia

Chair of APLAC Training Committee

Public Information Committee (PIC) Report to the BoM: October 2010
Mr Alan Patterson (NATA), Chair of the APLAC PIC

1.   Overview

The year of the APLAC PIC started with the meeting in Bali, 2009, the aim of which was to review what the committee had done in the past year and look to 2010 and the opportunities to identify priorities for the committee. It was decided that the 2009 work-plan did not, in general, serve to support the overarching goals set for APLAC.

Issues and gaps were identified by the committee as requiring further review and consideration for possible inclusion in the proposed 2010 workplan. The following were identified:

- The need for a work-plan that could be clearly aligned with specific APLAC Goals, as set out the APLAC Strategic Plan, Issue No 1, 08/09;

- The lack of a contemporary APLAC "brand" and clear statements relating to the value proposition offered and speaking to all customers and stakeholders;

- The need for the PIC to develop a broader based marketing and communications plan; together with appropriate collateral and information to support internal and external customers'

- Concerns relating to the current website in terms of focused content and meeting the needs of external stakeholders

Membership

As at October 2010 the Public Information Committee's membership nominally consisted of:

Name	Company	Economy
Ms Cai Lumin	CNAS	People's Republic of China
Mr Terence Chan	HKAS	Hong Kong, China
Mr Anil Relia	NABL	India
Mr Isao Fujita	IAJapan	Japan
Ms Martha Mejia	EMA	Mexico
Dr Llewellyn Richards	IANZ	New Zealand
Mr Nigel Jou	TAF	Chinese Taipei
Mr Roger Muse	ACLASS	United States
Ms Hazel Richmond	NIST	United States
Mr Alan Patterson, PIC Chair	NATA	Australia
Ms Cheryl O Morton	AIHA-LAP LLC	United States

2.   Update on Work Plan

Work Item	Target Date	Status
3.1.1.3 To enhance the relationship between the PIC and other related equivalents. Supporting and encouraging marketing and communication personnel to attend a variety of forums.	Next APLAC Meeting.	
3.1.1.5 Look for opportunities to cooperate more closely. Produce 1 joint news letter during the course of 2010. Encourage or offer invitations for the chairs of the partner regional body committees to attend appropriate forums as they occur. (see also 3.1.3.4).	September 2010	Joint newsletter produced in September 2010 by APLAC, PAC and IAAC. COMPLETE
3.1.2.1 1. Submit a business case for BoM approval. 2 Support the members through the further development of the marketing and communication plan. Refine recommendations to be taken to the BoM by mid-year with a view to endorse a new set of messages and positioning statements in support of general marketing and communication strategies.	Feb 2010 June 2010	Business case submitted 16 February 2010. COMPLETE Presentation made to the BoM on May 13, 2010. COMPLETE – AWAITING FURTHER DIRECTION FROM THE BOM

Work Item	Target Date	Status
3.1.2.1 (cont) 1. A review of the website in terms of its application and use to be undertaken to allow for the facilitation of communication between members and committees and explore a number of ways to improve access to the website and the content and delivery mechanisms of the website. 2. Establish a new web based email communication system for Committee Chairs	June 2010 Feb 2010	NO ACTION March 2010 the committee were notified that the Board had rejected the quote submitted in March 2010. CLOSED
3.1.2.2 Liaison and cooperation with the chairs of the various committee Technical, PT and training. The PIC to liaise with those chairs to provide support and information to them to facilitate their work.	End 2010	The Chairs were contacted and assistance offered. ONGOING
3.1.3.1 PIC to assist in calculation and tracking of APLAC figures from ILAC surveys. The committee will work in cooperation with Kwei Fern's Committee in relation to this issue. Assist the MRA Effectiveness Group with the presentation of the findings of the surveys.	End 2010 A report by mid-year BoM on the progress of both	Data received, discussions underway. AWAITING FURTHER ADVICE
3.1.3.2 Continue collecting and editing examples of success stories.	On-going	CONTINUED MONITORING
3.1.3.3 Examples of text used in regulations or other documents that specify either accreditation or the APLAC MRA to be collected and made available in PDF format on the website.	On-going	EXAMPLES RECEIVED TO DATE CONTINUED MONITORING
3.1.3.4 Produce APLAC News Notes for 2010	March 2010 June 2010 September 2010 December 2010	Done Done Done PENDING

Work Item	Target Date	Status
3.1.4.1 Review APLAC PR series documents. PR 009, PR 010, PR 011	December 2010	TBA
3.2.2 The outcome of 3.1.2.1 will be a stepping stone to this action item. To be reviewed when the outcomes of the proposed updated marketing and communications plan is articulated	TBA	NIL ACTION
3.3.4 APLAC MRA & APLAC initiatives - To be reviewed when the outcomes of the proposed updated marketing and communications plan is articulated.	TBA	NIL ACTION

3.   Recommendations

The BOM accept the Report.

Alan Patterson
PIC Chair

REPORT TO THE APLAC BOARD OF MANAGEMENT
MEETING IN DECEMBER 2010 (OSAKA)

TECHNICAL COMMITTEE

3 November 2010

The APLAC Technical Committee has not met since the last TC meeting held on 8 December 2009 in Bali Indonesia.

The following report gives the highlights of the latest updates and the status of work items and working groups since the last meeting.

Status of Subcommittees:

The following standing Subcommittees and an ad-hoc Working Group were established under the Technical Committee in December 2007:

Current APLAC TC Subcommittees and Working Groups
    • Subcommittee on Inspection: Convened by Mr. Raj Nathan, IAS/USA
    • Subcommittee on Reference Materials: Convened by Mr. Wang Wah Wong, HKAS/Hong Kong
    • Subcommittee on Medical Testing: Convened by Mr. Katsuo Kubono, JAB/Japan
    • Subcommittee on APEC TEL: Convened by Mr. Nigel Jou, TAF/Taiwan
    • Subcommittee on Calibration: Convened by Mr. Douglas Leonard, LAB/USA
    • Working Group on Remote & Field Activities: Convened by Ms. Colleen Cotter, CALA/Canada
    • Working Group on Uncertainty in Testing: Convened by Mr. Yoshi Uematsu, JAB/JAPAN (established under the Technical Committee in December 2008)
    • Working Group on Accreditation of Software Testing: Convened by Dr. Gum Ho Cho, KOLAS/KOREA (established under the Technical Committee in December 2009)

Terms of Reference for Sub-Committees and the Working Groups
Terms of reference of all sub-committees and working groups have been endorsed. ToR will need to be established and confirmed for the Working Group on Accreditation of Software Testing.

Update of activities for Sub-Committees and Working groups

a. Sub-Committee on Inspection

The APLAC Inspection subcommittee has not had any active issues to consider since the CASCO 22-2101 document, (JWG DIS 17020) was circulated to all member economies. The APLAC inspection group had no direct input to this document. It is suggested that during the next APLAC meeting in Osaka, Japan, discussions on the ILAC A4 document be initiated by the subcommittee members for potential input to ILAC.

There were no training programs related to inspection in the past year. The last APLAC training exercise was a Workshop on Inspection Body Accreditation held in Taipei from 27-29, October, 2008, hosted by the Taiwan Accreditation Foundation.

There was a draft document entitled Survey on Proficiency Testing (PT) in Inspection Fields by Zhai Peijun from CNAS that was circulated, however this was done under the auspices of the APLAC PT committee.

b. Sub-committee on Reference Materials

Training course on ISO Guide 34:2009

At the Training Committee meeting in December 2009, members discussed the need for a training course on the new edition of ISO Guide 34. It was recognised that, during the transition to this new edition, training is desirable to enhance members' understanding and to harmonize their interpretations on the new and amended requirements. The Training Committee thus considered that it was an opportune time to organise a training course in 2010.

Accordingly, a 3-day training course was organised on 20-22 September 2010 in Beijing, China and hosted by CNAS. Twenty-one participants from 14 accreditation bodies attended the training course. This course serves to provide training on this new edition and at the same time, provides a platform to for participants to discuss and to exchange ideas on the interpretations and applications of the new and amended requirements. This is essential to harmonise the accreditation criteria for RMPs which underpin the confidence of the APLAC RM MRA.

ISO REMCO provided three presenters. They were:

- Dr. Robert Watters, Chief, Analytical Measurement Division, NIST, USA,
- Dr. Steve Wood, Head, Regulatory and Legislative Services, LGC,UK, and
- Dr. Hakan Emteborg, Head, Reference Materials Section, Institute for Reference Materials and Measurement (IRMM), EC.

Mr. W. W. Wong, Convener of the APLAC Subcommittee on RM Issues was the course coordinator as well as one of the presenters.

APLAC TC008

This document was published in January 2010. This document contains both requirements as well as guidance for the accreditation of reference material producers. APLAC MR001 listed this document as a requirement document for the APLAC RM MRA. This document is now under review by the Subcommittee. It is recognized that, upon the publication of the new edition of ISO Guide 34:2009 which already covers many of the requirements given in APLAC TC008, revision is required to avoid duplication. It should however be noted that there should not be any inconsistent or conflicting requirements between APLAC TC008 and ISO Guide 34:2009.

APLAC TC012 Guidance for the Acceptability of Chemical Reference Materials and Commercial Chemicals for the Calibration of Equipment used in Chemical Testing

After two rounds of consultation with the subcommittee members, the draft of this document has been out for 60-day comment by the whole Technical Committee. In general, the comments received were positive and only minor amendments were required. This document was finally approved and published on 13 July 2010.

APLAC TR001

This document is now under revision by the APLAC Training Committee. One major change of this document is to include the training of RMP assessors. The Subcommittee provided technical input to the revision.

c. Sub-committee on Medical Testing

Drafting and leading the document of ILAC AIC-WG6 "*Guidance for the implementation of a medical laboratory accreditation system*"

At the ILAC Accreditation Issues Committee (AIC) meeting held in Denmark in July 2010, Zhai Peijun (CNAS) presented the 2nd draft "*Guidance for the implementation of a medical accreditation system*" for Dr Katsuo Kubono who was unable to attend. The appendix on key differences between ISO/IEC 17025 and ISO 15189 was considered a useful addition.
It was decided that the new draft version 2 probably needs comment from a broader ILAC audience, so Zhai Peijun will ask Katsuo Kubono if he believes it is ready for circulation amongst ILAC members for a 60-day comment period, and if so will inform the chair.
So, after discussing with members of Medical Sub-committee (SC) on APLAC Technical Committee, Katsuo submitted the document to the ILAC AIC chair at the end of August 2010.
The ILAC AIC submitted the document, titled ILAC-GXX:20XX "Guidance for the Implementation of a Medical Laboratory Accreditation System" to all ILAC members for a 60 day comment period.
There are no serious comments or technical issues except editorials.
At the conclusion of the 60 day comment period, the AIC will consider the comments received and revise the document as appropriate. A decision will then be able to be made if another draft is required for further comment, or if the document can proceed to a 30 day ballot (vote) period. This will be conducted in accordance with the ILAC Rules.

Discussing traceability and measurement uncertainty in the medical testing field

The subcommittee will continue to discuss on traceability and uncertainty in the medical testing field. A requirement for assessment on traceability and measurement uncertainty of our SC member were investigated. As a result, which was reported at the Bali meeting, it was considered that there were some differences in each requirement on traceability and measurement uncertainty. It may be necessary to prepare a guidance document to show a certain level or meet the requirement exactly; and possibly understanding of ISO/TS 25680, too. Although ISO/TS 25680 is prepared to try to solve this problem, the draft is very complicated and hard for the lab to follow when they do such MU estimation.
Katsuo asked SC member if they need to prepare the guidance document on relatively simple ways to estimate MU. Positive answers were received, but a sub-group from WG 1 and WG 2 of ISO/TC212 will prepare a draft NWIP document on relatively simple ways to calculate measurement uncertainty, complementary to TS 25680.

So, the SC may prepare a document about the unification of contents on estimating MU and discuss at the next APLAC TC Committee Meeting.

Considering issues on pre-examination phase (sample treatment).

According to statistics, more than 50% of the errors in medical testing field are in the pre-examination phase, so this process is very important for securing of the examination results. We have discussed this issue continually and we may need to prepare a guidance document or other specification for consideration of pre-examination phase in the medical laboratories. Depending on the positive opinions from the members, we will suggest that the SC makes this document utilizing both accreditation bodies and medical laboratories. So, they will prepare a speculative draft guidance document at next APLAC TC Committee Meeting and discuss there.

Discussing revision of ISO 15189 (for inputting to ISO/TC212)

ISO 15189 – the latest committee draft had proceeded to an ISO/DIS (draft international standard). A new DIS is expected to be circulated to ISO members in the autumn of 2010. This DIS is still not totally in synchronization with ISO/IEC 17025 in the management requirements (i.e. the term "quality management system" in ISO 15189 vs. the term "management system" in ISO/IEC 17025). CASCO has indicated they could allow these differences. ILAC AIC WG6 will compare the new ISO 15189 DIS with ISO/IEC 17025 and identify the differences.
As they are working together and sharing thoughts/comments for discussing this issue with ILAC AIC WG6, they will input the SC comments to the ILAC WG6 which is the liaison member of ISO/TC212.

Future work of medical subcommittee

In order to improve and be operated in a manner consistent with the MRA agreements, the SC will discuss and find out the assessment scheme of traceability and measurement uncertainty in each accreditation body. They will have to search for common ground. In addition, considering issues on pre-examination phase, they will prepare the guidance document for consideration of pre-examination phase in the medical laboratories.

d. Sub-committee on APECTEL

Participation in APEC TEL MRATF meetings:

The 41st and 42nd APEC TEL MRATF meetings, chaired by Mr Lawrence Kwan from Hong Kong, China and co-chaired by Ms Melinda Tan from Singapore, were held on 6-7 May 2010 in Chinese Taipei and on 2-3 August 2010 in Brunei Darussalam respectively. 29 delegates representing 12 economies and several industry groups participated in the 41st meeting and 33 delegates representing 14 economies participated in the 42nd meeting.

Conduct of the "International Workshop on Worldwide Accreditation and Certification of Telecommunications Equipment"

The Workshop, co-hosted by the TAF, the National Communications Commission (NCC) and the Telecom Technology Center (TTC), was held on 10 May 2010 in parallel with the APEC TEL 41 meetings in Taipei. Honorable speakers from several matured governmental agencies were invited to share technical regulations and requirements and the MRA acceptance status in their

own countries: Mr George Tannahill from the FCC (USA), Mr Peter Chau from the Industry Canada (Canada), Dr Nob Nakanishi from the JVLATE (Japan), Ms Melinda Tan from the iDA (Singapore) and Mr Roger Sheng from the TTC (Chinese Taipei). Nigel Jou represented APLAC to introduce these two international cooperations and their link with APEC TEL. Some 140 people participated in this workshop.

10th anniversary of APEC TEL MRA

The APEC TEL MRATF published an article "Ten Years of MRA Success" in the In Compliance Magazine, April 2010 issue, to celebrate the 10th anniversary of APEC TEL MRA. This article can be used as a promotional material for APLAC members to build connections with regulatory authorize (RA) and designating authorities (DA) in its existing economy.

Analysis table of APLAC members participating in APEC TEL MRA

This table shows the participation status of APLAC members. Currently, there are only 10 APLAC member economies participating in Phase I or Phase II MRA. Based on the information, we can help ABs to build connections with RA and DA in order to promote participation in APEC TEL MRA.

Action plan
• Encourage APLAC members to participate in APEC TEL MRATF meetings and build connections with RA and DA in its existing economy. The sub-committee can also be of help should ABs need assistance in this regard.
• Analyze technical requirements or issues and related accreditation need of MRA-ETR.
• Continuous participation in APEC TEL MRATF meetings.

e. Sub-committee on Calibration

The SC is in process of reviewing APLAC TC 004; comments were requested back by the end of October. With the comments from the group and recommended changes (if any) they can move forward to finalizing the document by the end of November. SC Chair asked if we needed TC004 at all with the changes in ILAC-G8 to the Technical committee. The overwhelming response was YES we need the document and many believe that ILAC G8 was inadequate in guiding most with this important concept.

f. Working Group on Remote & Field Activities

The APLAC Technical Committee reviewed the document entitled *Guidance on Key Activities (Draft 2.0)* at the 15th APLAC Technical Committee Meeting in Bali, Indonesia. Comments and suggestions were incorporated into this guidance document, and it was re-formatted and given a TC document control number (TC013). The document was forwarded to the APLAC Secretariat for 60-day comment by Full and Associate Members.

g. Working Group on Uncertainty of Testing

As Ned Gravel has resigned from CALA, the WG has embraced Mr. Yoshi Uematsu (JAB) as the new Convener of this WG. Mr. Uematsu has received the uncertainty documentation that was provided to

Mr. Gravel over the past couple of months from the various AB's and will report to the TC the next steps in this review process.

h. Accreditation of Software Testing Working Group

No report provided.

Respectfully submitted,

Trace McInturff
Chair, APLAC Technical Committee

Annex 1: Status of TC Bali ACTIONS:

Action #1: The TC to seek endorsement from the General Assembly on the revised Terms of Reference of the TC. - *CLOSED*

Action #2: TC to request ILAC to review resolution GA 8.12 regarding the requirement for accreditation of RMP's to ISO Guide 34 and ISO/IEC 17025 in combination. - *CLOSED*

Action #3: Inspection Subcommittee to investigate ILAC/IAF A4 and thoroughly review TC006 for the need for revision.

Action #4: Inspection Subcommittee to cooperate with ILAC/IAF JIG for the revision of ISO/IEC 17020 and consider the further need of revision of TC006 in the future.

Action #5: Dr. Pannada Silva to join the Subcommittee on Medical Testing.

Action #6: Doug Leonard to provide his report for posting.

Action #7: The Calibration Subcommittee to study the revision of ILAC G8 and revise TC004.

Action #8: Mr. Doug Leonard to work on ILAC AIC WG 2. - *CLOSED*

Action #9: Take comments received plus the comments received from this meeting, draft a 3rd version of this document and distribute to TC members. - *CLOSED*

Action #10: Update the status document for the Uncertainty in Testing Working Group with the Terms of Reference, and note that the "date approved" was December 8, 2009. - *CLOSED*

Action #11: Find a new convener for the Uncertainty in Testing Working Group. *CLOSED – Yoshi Uematsu has graciously accepted the vacant position. TC members are requested to email Yoshi their AB's testing uncertainty procedures.*

Action #12: Replace the reading list with Part I of the List of Technical and External Documents. – *CLOSED* – "List of APLAC Technical Committee Documents" created. Posted to the APLAC TC website.

Action #13: Zhai Peijun to provide his report for posting. – *CLOSED* – Presentation to be posted onto the APLAC TC website.

Action #14: APLAC TC members are to send any comments on the revision of ILAC G2 to Mr. Yoshinobu Uematsu or Mr. Doug Leonard.

Action #15: TC members are to nominate staff to serve on the Accreditation of Software Testing Working Group and provide this information to Dr. Cho (kum@korea.kr).

Action #16: ABs are requested to submit any accreditation documents related to accreditation of software testing to Dr. Cho (kum@korea.kr).

Annex 2: List of APLAC Technical Committee Documents
TC001: Superseded by ILAC P10 (previously, APLAC-EA Policy on Traceability of Measurement)

TC002 (Issue 3, May 2006): APLAC Internal Audits for Laboratories and Inspection Bodies

TC003 (Issue 3, May 2006): APLAC Management Review for Laboratories and Inspection Bodies

TC004 (Issue 3, Dec. 2006): APLAC Method of Stating Test and Calibration Results and Compliance with Specification

TC005 (Issue 3, Dec. 2006): Interpretation and Guidance on the Estimation of Uncertainty of Measurement in Testing

TC006 (Issue 1, Jul. 2004): APLAC Guidance Notes on ISO/IEC 17020

TC007 (Issue 2, January 2008): APLAC Guidelines for Food Testing Laboratories

TC008 (Issue 1, July 2007): APLAC Guidelines on the Approach to the Assessment of Reference Material Producers and the Resulting Scope of Accreditation

TC009 (Issue 1, January 2008): APLAC Guidance on Assessing Laboratories and Inspection Bodies to Meet Foreign Regulatory Requirements

TC010 (Issue 1, February 2009): General Information on Uncertainty of Measurement

TC011 (Issue 1, October 2008): Why are these test results so different? The importance of testing methods in chemical and microbiological testing

TC012 (Issue 1, July 2010): Guidelines for Acceptability of Chemical Reference Materials and Commercial Chemicals for Calibration of Equipment Used in Chemical Testing.

TC013 (Issue 1, XX 2010 – Currently in *DRAFT* – out for full APLAC Comment): Guidance on 'Key Activities'.

Agenda Item 11

APLAC Secretariat

11.1 Report

During the past year the secretariat tasks have included:

- preparation and issue of BoM, GA and MRA Council Minutes from APLAC 2009; of agenda papers and Minutes for mid-2010 meetings of BoM and MRA Council; of agenda papers for BoM, GA and MRA Council meetings at APLAC 2010.

- work on resolutions and actions from the APLAC 2009 and 2010 mid-year meetings

- sending out official notification of outcomes of MRA Council resolutions on evaluation reports

- maintenance of currency of information of the APLAC web site, including posting of new documents, etc. in both the public section and the "members only" area

- participation in the two APEC SCSC meetings held in Japan in February and September 2010

- participation in the APEC SRBs Forum held in the margins of APEC SCSC1 in February; taking over as co-convenor of the Forum with the PAC Secretary, Belinda Mort

- representation of APLAC at the PAC Plenary in May 2010;

- representation of APLAC at and participation in the AFRAC launch and first General Assembly in September 2010

- participation in IAF/ILAC 2010 in October 2010

- participation in annual meeting between APLAC and PAC Chairs, APLAC MRA Council Chair and PAC MLA Chair and the PAC secretary held in the margins of IAF/ILAC 2010

- participation in a meeting between APLAC and IAAC held in the margins of IAF/ILAC 2010

- participation in the annual meeting between APLAC and APMP Chairs and secretaries held in Hong Kong in November 2010

- updating various APLAC documents as required, including conduct of postal ballots

- circulation of various APLAC documents for comment and collation of comments received

- preparation of regular reports from APLAC to ILAC, APLMF, APMP, PAC, PASC, EA, IAAC, SADCA, APEC SCSC

- preparation of secretariat report for APLAC News Notes and ILAC News

- issuing of invoices and receipts for annual fees

11.2   Financial Report

11.2.1   Audited Accounts for 2009

The audited accounts for 2009 and the approved budget for 2009 are given in agenda_item_11_2_1a: Click here and agenda_item_11_2_1b: Click here respectively.

Total income was lower than that budgeted by USD 10,000 due to a fall in interest rates as a flow effect from the Global Financial Crisis.

Total expenditure was lower than budgeted by USD 122,000.

The meeting costs not associated with the GA were lower than budgeted by USD 10,000. Representational travel costs were less than budgeted by USD 40,000, and the Training Committee, PT Committee and MRA Council expenses were considerably less than each had requested with a total shortfall from budget of USD 64,000. The provision for the ILAC evaluation of APLAC was lower than budgeted by USD 9,000

Secretariat travel was more than budgeted by USD 18,000 due to increased representative travel by the Secretary whose representational activities are covered by "secretariat travel" not by "representational travel".

There was a gain on foreign currency exchange this year because of changes in the exchange rate from AUD to USD. The Australian dollar is APLAC's operating account and is maintained in AUD because most expenses are incurred and paid for in Australia.

These items are the main reasons for the difference between the budgeted deficit and the actual profit of USD 51,693 recorded for 2009.

11.2.2   2010 Financial Position

The financial position to the end of October 2010 is given in agenda_item_11_2_2a: Click here   There are still some expenses to be accounted for before the end of the year. These include:

- APLAC Secretary's attendance at meetings held since September 2010
- payment of secretariat fees for November and December 2010

Expenditure is less than that budgeted due to: the APLAC Committees not utilising their full budget allocation and following the advice to the Board of Management on the suggested changes to the APLAC web site functionality the budget allocation of USD 10,000 was not used.

Since the last budget was approved on 7 December 2009 the AUD has risen approximately 12% against the USD (USD 0.9077 on 7 December 2009; USD 1.0149 on 7 November 2010). This movement in the Australian dollar (AUD) relative to the United States Dollar (USD) has resulted in a greater than budgeted expenditure for some line items that are incurred and paid for in AUD.

11.2.3   Proposed Budget for 2011

Roxanne Robinson, the APLAC Treasurer, will present the proposed budget for 2011 that will be provided to the members prior to the GA meeting. The members are asked to review the proposed budget and modify or endorse it as necessary. The proposed budget will be distributed prior to the meeting.

STEWART, BROWN & CO.

CHARTERED ACCOUNTANTS

PARTNERS
EDWARD BUTLER FCA
ROBERT BARNES FCA
GRANT CORDEROY Affiliate ICAA
RUSSELL McGBEE Affiliate ICAA, CPA
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APLAC Secretariat

Rec: 8/03/10
Dno: 10 -943 / 03.1
Reg. by HL Alloc. BoM Jce

ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION INCORPORATED
FINANCIAL REPORT 31 DECEMBER 2009 RmQ

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION INCORPORATED

Report on the Financial Report
We have audited the accompanying financial report, being a special purpose financial report, of Asia Pacific Laboratory Accreditation Cooperation Incorporated, which comprises the balance sheet as at 31 December 2009 and the income and expenditure statement for the year then ended.

Board of Management's Responsibility for the Financial Report
The board of management of the cooperation are responsible for the preparation and true and fair presentation of the financial report and have determined that the accounting policies used are appropriate to meet the financial reporting requirements of the cooperation's constitution and the Incorporated Societies Act 1908 (New Zealand), and are appropriate to meet the needs of the members. The board of management's responsibilities also include establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility
Our responsibility is to express an opinion on the financial report based on our audit. No opinion is expressed as to whether the accounting policies used are appropriate to meet the needs of the members. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessments of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the board of management, as well as evaluating the overall presentation of the financial report.

The financial report has been prepared for distribution to members for the purpose of fulfilling the board of management's financial reporting requirements under the cooperation's constitution and the Incorporated Societies Act 1908 (New Zealand). We disclaim any assumptions of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION INCORPORATED
FINANCIAL REPORT – 31 DECEMBER 2009

INDEPENDENT AUDIT REPORT TO THE MEMBERS OF
ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION INCORPORATED
(continued)

Independence
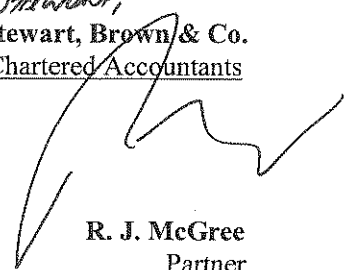
In conducting our audit, we have complied with the independence requirements of the Australian professional ethical pronouncements.

Auditor's opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Asia Pacific Laboratory Accreditation Cooperation Incorporated as at 31 December 2009 and its financial performance for the year then ended in accordance with the accounting policies determined by the board of management.

Stewart, Brown & Co.
Chartered Accountants

R. J. McGree
Partner

25 February 2010
Level 2, 495 Victoria Avenue
Chatswood, Australia

Liability limited by a scheme approved under Professional Standards Legislation

ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION INCORPORATED

BALANCE SHEET AS AT 31 DECEMBER 2009

	2009 USD $	2008 USD $
CURRENT ASSETS		
Cash at bank - USD account	486,269	472,445
Cash at bank - AUD account	53,952	95,233
Cash on deposit - AUD account	227,334	168,124
Cash on call - AUD account	1,391	-
Other debtors - GST refundable	4,674	2,775
Total Current Assets	773,620	738,577
CURRENT LIABILITIES		
Membership fees paid in advance	344	344
Trade creditors	11,829	28,479
Total Current Liabilities	12,173	28,823
Net Assets	761,447	709,754
RETAINED EARNINGS		
Retained earnings at the beginning of the year	709,754	750,662
Operating surplus (deficit) for the year	51,693	(40,908)
Retained earnings at the end of the year	761,447	709,754

ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION INCORPORATED

INCOME & EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2009

	2009 USD $	2008 USD $
INCOME		
Membership fees	346,617	342,009
Interest received	8,158	35,803
Total Income	354,775	377,812
EXPENDITURE		
Audit fees	1,967	2,261
Bank charges	2,622	1,278
Secretariat fee	108,000	140,000
Other Secretariat expenses	7,215	263
Travel & expenses - Secretariat	58,008	55,302
Consultants fees & expenses	6,478	1,055
Representational travel (Chair, MRA Council Chair to ILAC/EA Meetings)	24,457	30,223
Meeting costs not associated with GA	19,343	36,364
APLAC grant - Grants to projects	-	3,362
APLAC grant - APLAC committees	129,249	64,024
ILAC evaluation of APLAC	21,495	10,141
Total Expenses	378,834	344,273
Operating surplus (deficit) before gain (loss) on foreign currency conversion	(24,059)	33,539
Gain (loss) on foreign currency conversion	75,752	(74,447)
OPERATING SURPLUS (DEFICIT)	51,693	(40,908)

ASIA PACIFIC LABORATORY ACCREDITATION COOPERATION BUDGET 2009 Approved			
	Actual	**Budget**	**Budget**
	2007 **USD 000**	**2008** **USD 000**	**2009** **USD 000**
Income			
Membership Fees	327.56	330.00	345.00
Bank interest	39.78	40.00	20.00
Other income	0.00	0.00	0.00
Gain on foreign currency conversion	0.00	0.00	0.00
Total Income	367.34	370.00	365.00
Expenditure			
Administration			
Secretariat fee	117.06	140.00	108.00
Bank charges	1.35	2.00	2.00
Audit fees	1.47	1.50	3.00
Insurance	0.00	6.00	6.00
Other secretariat expenses	2.83	7.50	10.00
External Printing	0.00	1.00	1.00
Meeting costs not associated with GA	22.03	27.50	35.00
Computer expenses	8.44	3.00	4.00
Personnel			
Travel & expenses - Secretariat	34.99	37.50	40.00
Consultants fees & expenses	0.00	2.50	2.50
Other personnel charges	0.00	0.00	0.00
Projects and contracts			
Representational travel	19.95	50.00	65.00
APLAC Projects:			
- APLAC Committees			
- Training Committee	16.69	35.00	40.00
- Technical Committee	0.00	0.00	0.00
- PT Committee	28.42	58.00	63.00
- MRA Council	38.15	50.00	75.00
- PIC	8.35	0.00	10.00
- APLAC web site	-	6.00	6.00
- ILAC evaluation of APLAC	0.00	6.00	30.00
Loss on foreign currency converions	0.00	0.00	0.00
Total Expenditure	299.73	433.50	500.50
Surplus/deficit	67.61	(63.50)	(135.50)

APLAC

Profit & Loss [Cash]

January 2010 through October 2010

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Income		
Membership fees	$366,068.75	
Interest received	$8,239.15	
Total Income		$374,307.90
Cost Of Sales		
Total Cost Of Sales		$0.00
Gross Profit		$374,307.90
Expenses		
Administration Expenses		
Audit fees	$1,194.57	
Bank charges	$1,520.39	
Computer expenses	$2,436.00	
Insurance	$5,331.91	
Secretariat fees	$130,646.20	
Meeting costs not-GA	$24,524.57	
Other Secretariat expenses	$442.45	
Total Administration Expenses		$166,096.09
Personnel Expenses		
Travel & Expenses-Secratariat	$29,195.70	
Total Personnel Expenses		$29,195.70
Representational travel		$18,950.49
APLAC Committees		
Training committee	$47,048.32	
PT committee	$10,000.00	
MRA committee	$6,030.53	
APLAC website	$3,905.48	
Total APLAC Committees		$66,984.33
ILAC evaluation of APLAC		$8,151.97
Foreign Exchange Loss		$260.17
Total Expenses		$289,638.75
Net Profit (Loss)		$84,669.15

APLAC

Profit & Loss Statement

January 2010 through October 2010

	January	February	March	April	May	June	July	August	September	October	Total
Income											
Membership fees	$107,150.00	$15,925.00	$196,550.00	$32,425.00	$10,293.75	$0.00	$3,725.00	$0.00	$0.00	$0.00	$366,068.75
Interest received	$687.36	$673.01	$654.62	$801.91	$910.41	$1,004.11	$1,093.41	$130.44	$59.09	$2,224.79	$8,239.15
Total Income	$107,837.36	$16,598.01	$197,204.62	$33,226.91	$11,204.16	$1,004.11	$4,818.41	$130.44	$59.09	$2,224.79	$374,307.90
Expenses											
Administration Expenses											
Audit fees	$0.00	$0.00	$0.00	$0.00	$0.00	$1,194.57	$0.00	$0.00	$0.00	$0.00	$1,194.57
Bank charges	$266.48	$131.33	$438.55	$187.97	$47.51	$224.08	$107.69	$24.64	$31.54	$60.60	$1,520.39
Computer expenses	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,436.00	$0.00	$0.00	$0.00	$2,436.00
Insurance	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,331.91	$0.00	$0.00	$0.00	$5,331.91
Secretariat fees	$13,064.62	$13,064.62	$13,064.62	$13,064.62	$13,064.62	$0.00	$26,129.24	$13,064.62	$13,064.62	$13,064.62	$130,646.20
Meeting costs not-GA	$0.00	$0.00	$0.00	$0.00	$0.00	$24,524.57	$0.00	$0.00	$0.00	$0.00	$24,524.57
Other Secretarial expenses	$0.00	$0.00	$0.00	$119.83	$12.49	$0.00	$310.13	$0.00	$0.00	$0.00	$442.45
Total Administration Expenses	$13,331.10	$13,195.95	$13,503.17	$13,372.42	$13,124.62	$25,943.22	$34,314.97	$13,089.26	$13,096.16	$13,125.22	$166,096.09
Personnel Expenses											
Travel & Expenses-Secretariat	$3,409.11	$0.00	$5,876.36	$2,031.21	$12,926.78	-$664.03	$2,192.48	$1,976.52	$0.00	$1,447.27	$29,195.70
Total Personnel Expenses	$3,409.11	$0.00	$5,876.36	$2,031.21	$12,926.78	-$664.03	$2,192.48	$1,976.52	$0.00	$1,447.27	$29,195.70
Representational travel	$0.00	$0.00	$2,573.87	$0.00	$0.00	$5,378.43	$6,758.37	$0.00	$0.00	$4,239.82	$18,950.49
APLAC Committees											
Training committee	$0.00	$0.00	$0.00	$0.00	$0.00	$20,210.28	$0.00	$0.00	$0.00	$26,838.04	$47,048.32
PT committee	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$10,000.00	$0.00	$0.00	$10,000.00
MRA committee	$0.00	$0.00	$0.00	$1,323.23	$0.00	$1,491.15	$3,216.15	$0.00	$0.00	$0.00	$6,030.53
APLAC website	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,905.48	$0.00	$0.00	$0.00	$3,905.48
Total APLAC Committees	$0.00	$0.00	$0.00	$1,323.23	$0.00	$21,701.43	$7,121.63	$10,000.00	$0.00	$26,838.04	$66,984.33
ILAC evaluation of APLAC	$0.00	$0.00	$0.00	$0.00	$0.00	$8,151.97	$0.00	$0.00	$0.00	$0.00	$8,151.97
Foreign Exchange Loss	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$260.17	$0.00	$0.00	$0.00	$260.17
Total Expenses	$16,740.21	$13,195.95	$21,953.40	$16,726.86	$26,051.40	$60,511.02	$50,647.62	$25,065.78	$13,096.16	$45,650.35	$289,638.75
Net Profit/(Loss)	$91,097.15	$3,402.06	$175,251.22	$16,500.05	-$14,847.24	-$59,506.91	-$45,829.21	-$24,935.34	-$13,037.07	-$43,425.56	$84,669.15

Agenda Item 12

International Liaison

12.1   Asia Pacific Economic Cooperation (APEC)

12.1.1   APEC SCSC

APEC SCSC meetings for 2010 were held in Hiroshima in March (attended by Helen Liddy) and in Sendai in September (attended by Michael Fraser).

A copy of reports from both meetings are given in agenda_item_12_1_1a: Click here and 12_1_1b respectively: Click here.

The APLAC Secretary will also give a verbal report on APEC SCSC 2.

APEC SCSC meetings for 2011 will be held in the United States of America.

12.1.2   APEC TEL

Nigel Jou of TAF represents APLAC on the APEC TEL MRA. A copy of his report covering the last two meetings is given in agenda_item_12_1_2a: Click here

12.2   International Laboratory Accreditation Cooperation (ILAC)

A report from ILAC is given in agenda_item_12_2a: Click here.

The resolutions from the recent ILAC GA are given in agenda_item_12_2b: Click here

12.3   European cooperation for Accreditation (EA)

A report from EA is given in agenda_item_12_3a: Click here We are pleased to have the EA Chair, Graham Talbot, attending the GA meetings and he will speak to the report.

12.4   Interamerican Accreditation Cooperation (IAAC)

A report from IAAC is given in agenda_item_12_4a: Click here

12.5   Southern Africa Development Community Cooperation on Accreditation (SADCA)

A report from SADCA is given in agenda_item_12_5a: Click here

12.6 ASEAN Consultative Committee on Standards and Quality (ACCSQ) WG 2

Mr Vu Xuan Thuy to report on (ACCSQ) WG 2. A copy of the report is given in agenda_item_12_6a: Click here

12.7 African Accreditation Cooperation (AFRAC)

The APLAC secretary to report on AFRAC Launch and first General Assembly. A copy of the report is given in agenda_item_12_7a: Click here.

APEC

Sub-Committee on Standards and Conformance (SCSC)

1st Meeting

Hiroshima, Japan

6-7 March 2010

Summary Conclusions

The first SCSC meeting for 2010 was held on 6-7 March 2010 at the Grand Prince Hotel Hiroshima. The meeting was attended by representatives from: Australia; Brunei Darussalam; Canada; Chile; People's Republic of China; Hong Kong, China; Indonesia; Japan; the Republic of Korea; New Zealand; Papua New Guinea; Peru; the Philippines; Russian Federation; Singapore; Chinese Taipei; Thailand; the United States of America; and Viet Nam. The APEC Secretariat, representatives of the Asia Pacific Laboratory Accreditation Cooperation (APLAC), Asia Pacific Legal Metrology Forum (APLMF), Asia Pacific Metrology Programme (APMP), the Pacific Area Standards Congress (PASC) and Pacific Accreditation Cooperation (PAC) were also in attendance.

1. Opening

Mr Tatsuo YAMAMOTO, Director-General for Technical Regulations, Standards and Conformity Assessment Policy, Ministry of Trade, Economy and Industry (METI), and SCSC Chairperson for 2010, opened and chaired the meeting.

The SCSC Chair made his opening remarks, providing an overview and summary of developments under the APEC SCSC. He reiterated the theme of APEC 2010 "Change and Action" and highlighted the completed and upcoming projects of the APEC SCSC in 2010.

The SCSC Chair appointed and introduced Ms. Julia Doherty, Senior Director, Non-tariff Measures WTO & Multilateral Affairs, Office of the United States Trade Representative from the United States and Mr. Teo Nam Kuan, Group Director, Quality and Standards Group, SPRING Singapore from Singapore as Vice-Chairs.

SOM Chair Office

The SCSC Chair introduced one of the heads of the Senior Official's Meeting (SOM) Chair Office, Dr. Akihiko Tamura, who outlined APEC's new vision, including three key elements:

1. Promoting Regional Economic Integration (REI)

2. Devising Growth Strategy

3. Enhancing Human Security

The SOM Chair Officer outlined the thinking behind the vision, addressed the importance of making progress towards achieving the Bogor Goals, and highlighted the key outcomes of SOM1 discussion (2010/SOM1/SCSC/029 and 030).

EGEE&C

The SCSC Chair welcomed the Expert Group on Energy Efficiency & Conservation (EGEE&C) Chair, Mr. Terry Collins, who shared on the outcome of the 35th EGEE&C Meeting on 4 February, and discussed future collaboration with the SCSC. He discussed the EGEE&C priorities (residential, transportation, and public sector leadership), barriers to achieving goals (including standards), and current EGEE&C projects. The EGEE&C Chair discussed several projects directly related to energy efficiency (EE) standards and harmonization across APEC economies. He reiterated areas in which the SCSC and the EGEE&C can work to achieve common goals.

The SCSC Vice Chair (Singapore) asked if there was consideration being given to harmonization of LED standards at the international level.

The EGEE&C Chair responded that the four producing economies currently use different standards, and the international community would benefit from an effort towards harmonization. He expressed that a priority area for cooperation might be harmonizing test methods for minimum EE standards.

The United States agreed with *New Zealand and PASC* that the SCSC and the EGEE&C would need to work closely on projects related to EE standards and conformity assessment procedures, particularly with projects the United States will be proposing for 2011 on green commercial buildings, solar energy and the ISO energy management standard.

CTI Chair

The SCSC Chair also welcomed the Committee on Trade and Investment (CTI) Chair, Ms. Mary Elizabeth Chelliah, who provided an update on the CTI work programme since the last SCSC meeting. The CTI Chair reiterated CTI's proposed priorities for 2010 and how the SCSC can contribute to the wider APEC/CTI agenda and APEC Growth Strategy.

The CTI Chair outlined the work programme for 2010, which focuses on the three APEC priorities. In terms of Regional Economic Integration, the focus is on completing the TFAP II and reporting on the

new KPIs. It is uncertain that this will be completed by the end of 2010, so the CTI is looking into options to take this work forward. One option is to include the outstanding items under the supply chain framework.

In terms of the new growth agenda, the four pillars are balance, inclusive, sustainable and knowledge-based growth.   Work on the first two pillars needs to recognize the work done by G-20; work on the sustainable pillar is focused on progressing APEC environmental goods and services work programme.

2. Adoption of the Agenda

SCSC members adopted the agenda with the following amendments:

- Agenda item 6, on the progress of the 8th S & C Conference on Green Harmonization to be held in Sendai, in September 2010, to be discussed after agenda item 3 as requested by Japan.
- Agenda item 6, the CTI/ECSG Joint Workshop on Global Value Chain and the project proposal for Supply Chain Visibility Workshop to be discussed on the afternoon of the first day as requested by Japan.
- Agenda item 5, the SRB Report, to be discussed on the first day as requested by Indonesia.
- Agenda item 7, "Study on Export Technical Assistance" to be discussed in the afternoon of first day of meetings as requested by Singapore.
- Agenda item 4(4), report on the progress of the "Seminar-Workshop on the Development and Strengthening of Food Recall Systems for APEC Member Economies" to be omitted from discussion at the meeting as requested by the Philippines. A report will be circulated through the APEC Secretariat.

3. Business Arrangements

The SCSC Chair called for volunteers for the drafting committee to prepare the minutes of the meeting. China, Korea, New Zealand, Singapore and the United States volunteered.

Japan as host provided information regarding the administrative arrangements for the meeting.

The APEC Secretariat

The SCSC Chair introduced Ms. Carolyn Williams, Media Manager, APEC Communications, who discussed the new APEC communication strategy. The new strategy includes a new positioning

statement, mission statement, tag line, leader Toolkit, and will soon include a new website. She encouraged SCSC to submit news items to promote the committee's work.

The APEC Secretariat provided an update on the new APEC three-year strategic plan, which was approved in SOM1 two weeks ago (2010/SOM1/SCSC/031). He also discussed the new APEC Project Management Plan, including a new BMC approach for proposal selection, to be trialed at BMC Session 2. The new approach would require concept papers to be submitted for consideration and ranking prior to the development of formal proposals.

The United States and APMP requested clarification on when concept papers and proposals should be submitted, noting that some economies have already prepared project proposals for submission to BMC Session 2.

Australia requested clarification on whether the funding available noted in the Secretariat's presentation is the total funding available for 2010, or just for BMC Session 1.

The APEC Secretariat confirmed that the funds were for Session 1 only.

China and APLAC expressed concern that the project management process is constantly changing with inadequate notice to sub-fora. *China* additionally suggested that the APEC BMC should consider seeking input from sub-fora prior to adjusting the project management process in order to ensure that the adjustments are necessary and meet the needs of member economies.

The APEC Secretariat will take the SCSC's concerns forward, but also suggested economies coordinate concerns with their BMC representatives.

4. SCSC Work Program for 2010 and related issues
(1) Trade Facilitation
CAP (2010/SOM1/SCSC/007)
Viet Nam updated the implementation of SCSC CAP 2009 in Trade Facilitation (TF), highlighting the progress of implementation of actions since SCSC2 meeting 2009 in Singapore and submitted the prepared draft SCSC CAP 2010 in TF for consideration.

Viet Nam invited member economies to comment on the report and asked the SCSC to endorse the prepared draft SCSC CAP 2010 in TF. *Viet Nam* recommended that lead economies which are responsible for actions in CAP report on the progress of implementation at SCSC2 instead of

submitting written templates. _Viet Nam_ agreed to prepare the updated report on implementation of SCSC CAP (2010) to be submitted at the SCSC1 meeting in 2011.

Japan requested that the CAP include the TILF Project on Supply Chain Visibility Workshop to be held on the margin of the SCSC2 meeting in Sendai in September 2010.

Viet Nam concurred, on the condition that the BMC approves the project.

The SCSC endorsed the SCSC CAP 2010 and recommendations.

WTO TBT Committee (2010/SOM1/SCSC/019)

Japan provided an update on the developments of the WTO TBT Committee activities since the last SCSC meeting, including the key outcomes from the Fifth Triennial Review of the WTO TBT Agreement, specific trade concerns, the eighth annual transitional review on China, and upcoming events.

Regarding the recommendation of the Fifth Triennial Review to develop practical guidelines on how to choose and design efficient and effective mechanisms to facilitate trade, _New Zealand_ noted its intention to convene a meeting on the margins of the March 2010 TBT Committee to begin brainstorming and discussing how to take this work forward collaboratively.

New Zealand invited interested economies to participate in this meeting and agreed to share the details of the meeting when finalized.

The United States noted the work that the SCSC will be doing on GRP, including updating key guidance documents, will feed into the work of the TBT Committee in response to recommendations issued in the Fifth Triennial Review. _The United States_ encouraged member economies to participate in this work.

WTO SPS Committee (2010/SOM1/SCSC/028)

China reported on the outcomes of the 46th WTO SPS Committee Meeting, held in Geneva on 28-29 October 2009.

China presented a detailed report on the latest activities in the WTO/SPS Committee, including the items discussed in the 46th WTO/SPS Committee Meeting and the concerns raised by representatives from China and other members.

TFTF

The United States on behalf of the Trade Facilitation and Task Force (TFTF) Co-Chairs (Korea and the United States) have revised the plan for updating the TFTF Terms of Reference, which will now be completed intersessionally. *The United States and Korea* will also be planning a TFTF Workshop on carbon footprint labeling along the margins of SCSC2 in Sendai. *The United States* also extends its invitation to other economies to participate in the preparation of the workshop.

Chile expressed support for the proposed Carbon Footprint workshop and appreciates further work in this area.

(2) Alignment with International Standards and Active Participation in International Standardization

VAP (2010/SOM1/SCSC/020)

Japan requested SCSC members to prepare and submit their Voluntary Action Plan (VAP) report (as of 1 Jan 2010) in the revised format by the end of May 2010.

(3) Cooperation on Technical Infrastructure Development

Strengthening Chemical Metrology Infrastructure II (2010/SOM1/SCSC/015)

Peru updated on the progress of the report on "Strengthening Chemical Metrology Infrastructure II" (CTI 20/2009T) and highlighted that the project had two activities that were carried out successfully.

Peru highlighted Korea's support for organizing the Comparative Traceability Study and mentioned the participation of 14 economies, APMP and APLAC.

APMP expressed appreciation for the contribution of this project in highlighting the need to strengthen chemical metrology within the APEC region. The project was reported at its technical meeting on metrology in chemistry in December 2009 and *APMP* discussed ways of linking activities with participants in the APEC project to improve regional metrological capability through the sharing of expertise among member laboratories in the Asia Pacific region.

Workshop on Standards for Security

Australia updated on the Critical infrastructure and Support Systems Standardization Project.

Australia advised that the final report was published in June 2009, and included a recommendation that a CEO workshop be held to prioritise security issues identified during the project and consider

future regional strategies. The CEO workshop was held in November 2009 in the margins of the APEC CEO Summit. A recommendation from the workshop was to use a similar framework (as was used in the Critical Infrastructure Standardisation project) for future collaboration with ABAC. This was presented to the ABAC Facilitation Working Group meeting in Melbourne in February 2010. ABAC supported future work with PASC.

(4) Food safety issues

Export Certificate Round Table under the APEC Food Safety Cooperation Forum Partnership Training Institute Network (2010/SOM1/SCSC/035, and 036)

The United States reported on the self-funded project for an "Export Certificate Round Table" under the APEC Food Safety Cooperation Forum (FSCF) Partnership Training Institute Network (PTIN), which was held on 25-26 February 2010 in conjunction with the CODEX Committee on Food Import and Export Inspection Certification Systems meeting in Queensland, Australia.

Expert Working Group on Best Practices in Food Safety Training (2010/SOM1/SCSC/016, and 018)

The United States provided information and sought endorsement on the upcoming self-funded project for an "Expert Working Group" under the FSCF PTIN to be held on 19-20 May 2010 at the World Bank headquarters in Washington, DC.

APMP expressed its interest in participating in the project.

APLAC sought clarification on the linkages among the many food-related projects, including the food recall system seminar to be implemented by the Philippines.

The United States clarified that the projects are being developed in close coordination among FSCF members.

The SCSC endorsed the project.

APEC Toy Safety Initiative: Open Dialogue for All Toy Stakeholders (2010/SOM1/SCSC/011, 012, 013 and 014)

The United States reported on the "Open Dialogue for All Toy Stakeholders" (CTI 18 2009T), which was held on 12 January 2010 in Hong Kong, China and presented the results of the survey of APEC economies' systems for toy safety. *The United States* requested SCSC members to endorse continued efforts in this area.

Chile expressed support for the initiative, and suggested the SCSC revisit the Arrangement for the Exchange of Information on Toy Safety.

New Zealand endorsed initiatives from the Hong Kong meeting and encouraged continued collaboration.

Chinese Taipei and Viet Nam also expressed appreciation to the United States for this effort, and encouraged APEC to continue work on this front.

The SCSC endorsed the working items and activities to continue.

(5) Pathfinder Initiatives
EEMRA Pathfinder Initiative (2010/SOM1/SCSC/002)
Australia on behalf of the JRAC Chair reported on the development of the Joint Regulatory Advisory Committee (JRAC).

- At the 14th JAC meeting held in Singapore members agreed to refocus the JAC
- The Terms of Reference have been amended and the scope widened to reflect a greater regulatory focus.
- JRAC will now promote regulator to regulator dialogue and cooperation while still facilitating the APEC EEMRA.
- The 2010 JRAC meeting will be held in Tokyo on 26-27 May. Member Economies are encouraged to send their regulators to the meeting.

Chile advised that there was some uncertainty as to whether or not they could attend the next JRAC meeting.

Chile further advised that their application to join the IEC was currently being considered.

Food MRA Pathfinder Initiative
Thailand updated that the administrative Procedures for APEC Sectoral Food MRA have been accomplished. The second phase of the Pathfinder Initiative has been initiated, which is the

establishment of a bilateral/multilateral MRA, taking into consideration experiences from the ASEAN Sectoral MRA for Prepared Foodstuff Products.

Thailand emphasized the need for strong commitment and continuity of member economies. Therefore, it requests interested APEC member economies to submit names of their contact points responsible for the development of the Sectoral Food MRA to select the specific food or food products of interest and express comments on the possibility to develop the Sectoral MRA.

(6) Standards and Conformance Education

Korea presented the status report of phase II project textbook development with a summary of 6th SCSC Project Advisory Group on Education (PAGE) meeting. The status report indicated that the title of the textbook will be changed to 'Standardization: Fundamentals, Impacts and Strategy', and current draft contents will be revised based on comments received from member economies and SRBs.

Korea also briefed on a draft proposal of phase III pilot implementation for SCSC's comments. The objective of the pilot implementation is to develop a guideline on how to implement education programs in graduate schools based on lessons learned from selected universities. *Korea* invited members to nominate universities by June which are willing to participate in pilot implementation.

The Vice Chair (Singapore) expressed appreciation for Korea's leadership in this project and asked Korea to remind SCSC members to nominate interested universities and to provide comments on the text book.

APLAC requested clarification on the expected outcomes of pilot project with universities for Phase III.

Korea responded that the outcome will be in the form of recommendations based on findings and lessons learned from the pilot implementation employing textbook in different universities.

The United States indicated that a review of the draft was underway by US experts who will provide comments by the deadline and appreciated Korea's commitment to take those comments into account prior to circulation of the final draft to the SCSC for approval.

The United States also noted the importance of a preface indicating the genesis and context of the textbook as well as appropriate disclaimers that the text does not necessarily reflect the views of the SCSC or individual member economies.

APMP and APLAC asked whether, based on the corrections they have requested, it would be possible to extend the deadline for comments. They also requested that they would like the relevant SRBs to be included in the disclaimer of the preface.

The SRBs further requested that the two page SRB information brochure be included as annex C.

Korea confirmed that the dates for comments and publication are firm, and that the preface will include a disclaimer for APEC economies and relevant SRBs.

Indonesia expressed appreciation for the standards education effort. They also reported that Indonesia had developed a standards education program for primary and graduate schools, and briefed on the recent activities in vocational and undergraduate schools.

Indonesia indicated that they will nominate one university to participate in Phase III of the APEC SCSC PAGE project for the pilot implementation of textbook on standardization.

Chinese Taipei provided an update on their standards education activities.

(7) Interaction with Business

Australia reported on progress of the SCSC Wine Regulatory Forum and cooperation with the World Wine Trade Group (WWTG) (2010/SOM1/SCSC/003).

Canada, New Zealand, Chile, and the United States expressed strong support for this valuable effort. *Chile* volunteered to co-sponsor in the project.

The United States, on behalf of the Co Chairs (Viet Nam and the United States) reported on the APEC Conference on Business Engagement in Standards and Conformance. The project co-sponsors met on 4 March 2010 to discuss how to take the 67 recommendations from the conference into a final strategy for greater business engagement in SCSC activities. The team will conduct a survey amongst members to help prioritize the recommendations and request members to provide information on current practices in engaging businesses in SCSC activities. A final strategy will be ready for consideration by SCSC2 in Sendai.

5. SRBs to brief progress report

The SRBs provided reports on their respective activities as outlined in:

- APLAC: 2010/SOM 1/SCSC/005
- APLMF: 2010/SOM 1/SCSC/006
- APMP: 2010/SOM 1/SCSC/010
- PAC: 2010/SOM1/SCSC/004
- PASC: 2010/SOM1/SCSC/009

After brief introductory remarks by _Indonesia, Lead Shepherd for the SRBs, APLAC, as one of the SRBs Forum Coordinators, and on behalf of the SRBs_, reported on the 2 March 2010 SRB Forum, including its discussions on a revised and reformatted Strategic Plan (2010/SOM1/SCSC/025 and 026). The proposed action points for 2010 are included in the submitted documentation.   The individual SRBs also recommended SCSC to continue interaction with the SRB Forum.

The PASC/EC Chair reported on the 3 March 2010 PASC/EC meeting. Items discussed included:
- Approval of a new pilot project on ISO/TC 22 Road Vehicles
- Report of the CEO workshop in Critical Standards and Security in November 2009
- Report to ABAC Facilitation Working Group in February 2010 looking to a further project between PASC and ABAC
- PASC Action Plan, which included more PASC involvement in toy safety workshops
- Review of the PASC Charter, and the MOU with ISO and IEC
- APEC Growth Strategy and PASC involvement in the conference on Standards and Conformance for Green Harmonization and the Workshop on Supply Chain Visibility
- Energy Management project, which is currently seeking TILF funding
- SRB Forum report
- Plans for PASC 33 meeting, to be held in May 2010 in Mongolia
- Noted that PASC 34 meeting will be held in Bangkok, Thailand on 31 March - 3 April 2011.

6. SCSC Projects

8th Conference on Standards and Conformance for Green Harmonization (2010/SOM1/SCSC/022)

Japan reported on the proposal and draft conference agenda for the "Standards and Conformance for Green Harmonization," to be held in September 2010 in Sendai.

APLAC on behalf of the SRBs reaffirmed their intention to assist and contribute to the workshop.

Japan provided information on the project "Reducing Trade Barriers for Environment Goods & Services (Energy Efficient Products) in APEC region." The results of the project will be shared in September in Sendai. (2010/SOM1/SCSC/027).

The EGEE&C Chair reported that this project is ranked with high priority by the EWG, and is an example of a successful joint project.

Supply Chain Visibility Workshop (2010/SOM1/SCSC/021rev1)
Japan reported on the CTI/ECSG Joint Workshop on Global Value Chain and provided an explanation on the project proposal for Supply Chain Visibility Workshop to be held in September 2010.

Japan invited member economies to participate in the Supply Chain Visibility Workshop.

The United States requested to be added as a co-sponsor and asked that this effort be coordinated with the Transportation Working Group and the Sub-Committee on Customs Procedures.

Chinese Taipei indicated willingness to share their experience at the workshop.

Progress Reports on Ongoing Projects
China reported the progress of an on-going project, "Seminar and training courses in Legal Metrology" (CTI 09/2009T) and introduced the project "Strengthening Legal Metrology Infrastructure for Trade Facilitation" (CTI 46/2009T) to be implemented in year 2010.

The United States asked whether the reports for these two projects are available, and *APLMF* confirmed that the outcomes will be detailed in the progress and final project reports, respectively.

The Philippines reported that the Seminar Workshop on the Development and Strengthening of Food Recall System for APEC member economies (CTI 55/2009T) will be held in Manila on 4-6 May 2010. Member economies are encouraged to send participants to this seminar.

New Project Proposals
The United States reported on upcoming projects that will be submitted for TILF funding:
    1. Solar Energy/Photovoltaic (PV) (2010/SOM1/SCSC/034)
    2. Sustainability in Building Construction (Green Buildings) (2010/SOM1/SCSC/024)

Japan, New Zealand, and Indonesia expressed support for the Green Buildings project, and will take this information to experts in their economies for discussion and consideration.

China suggested that the United States consider referring to the IECEE survey on PV, which has already been completed.

The United States provided a readout of the "Case Study Workshop on the Chemicals Sector" on GRP from the Chemical Dialogue (2010/SOM1/SCSC/037 and 038).

6th Conference on Good Regulatory Practice (2010/SOM1/SCSC/008 and 008a)
The United States presented a new draft project proposal on the 6th Conference on Good Regulatory Practice, seeking co-sponsors and feedback on draft proposal.

Chile volunteered to co-sponsor the workshop.

New Zealand expressed strong interest in, and support for, updating the existing GRP documents.

The Capacity Building in Food Safety: Managing Food Safety Incidents and Developing Food Safety Plans for the Supply Chain (2010/SOM1/SCSC/017)

The United States, on behalf of the Co-Sponsors (Australia, China and the United States) reported on the proposed 2-phase Food Safety project currently under consideration in BMC1. The project falls under the umbrella of the FSCF and Partnership Training Institute Network. The first phase would be held in Sendai in September 2010; second phase would be held in Beijing in October/November 2010.

APMP expressed appreciation to the FSCF for enabling SRB participation in the PTIN.

6. Supporting SMEs
Singapore reported on the "Seminar on Export Technical Assistance Models," which was held on 5 March 2010. The completed project report will be ready by the end of March 2010 and will be circulated to the SCSC intersessionally.

Brunei Darussalam, Chile, Chinese Taipei and the United States congratulated Singapore on their efforts in this project.

The United States highlighted the importance of supporting SMEs to address TBTs. *Brunei Darussalam and the United States* supported the recommendations presented. In addition, *Brunei Darussalam* urged APEC economies to actively participate in the June 2010 WTO Workshop on Information Exchange to be held in conjunction with the WTO TBT Committee meeting.

Singapore also added that the results of this study will be shared at the APEC SME Working Group meeting in June 2010.

7. Adoption of the SCSC I Summary Conclusion

The SCSC members considered and adopted the Summary Conclusions of the 1st SCSC Meeting in 2010.

8. Adoption of the SCSC Chair's report to the CTI meeting
Based on the outcomes of the discussion and on the decisions at the meeting, *the SCSC Chair* proposed to draw up the report to the CTI. The *APEC Secretariat* will submit the said report to member economies for their reference.

9. Next Meeting (2010/SOM1/SCSC/023rev1)

Japan informed the meeting that SCSC2 (tentatively scheduled for 14-21 September) will be held as part of the SOM3 (15-26 September), in Sendai, Japan. The SCSC2 and related meetings are tentatively as follows:
- APEC Wine Regulatory Forum (14 September)
- Workshop on Managing Food Safety Incidents (15-16 September)
- Supply Chain Visibility Workshop (17 September)
- Trade Facilitation and Task Force (18 September)
- 8th Conference on Standards and Conformance for Green Harmonization (19 September)
- SCSC2 Plenary (20-21 September)

10. Other business

11. Meeting Documents

SCSC members considered the public release of documents as per the attachment.

12. Adjournment

SCSC members expressed their appreciation to the Chair and METI for an efficiently run and inclusive meeting.

The SCSC Chair adjourned the meeting.

APEC
Sub-Committee on Standards and Conformance (SCSC)
2nd Meeting
Sendai, Japan
20-21 September 2010

Summary Conclusions

The second SCSC meeting for 2010 was held on 20-21 September 2010 at the Westin Hotel Sendai. The meeting was attended by representatives from: Australia; Brunei Darussalam; Chile; People's Republic of China; Hong Kong, China; Indonesia; Japan; the Republic of Korea; New Zealand; Papua New Guinea; Peru; the Philippines; Russian Federation; Singapore; Chinese Taipei; Thailand; the United States of America; Viet Nam; the APEC Secretariat; Asia Pacific Metrology Programme (APMP); the Asia Pacific Laboratory Accreditation Cooperation (APLAC); Pacific Accreditation Cooperation (PAC); and the Pacific Area Standards Congress (PASC).

1. **Opening**

   The SCSC Chair made an opening speech, outlining the outcomes of the SCSC 1 meeting and expected follow-up and deliverables at this SCSC 2 meeting.

   Japan, as a host economy, briefed the SCSC on the important outcomes after SCSC 1.

2. **Adoption of the Agenda**

   SCSC members commented on the Draft Agenda and proposed the following changes:
   - United States requested several presentations be moved to before agenda item 4.1 due to speaker availability; also requested to discuss proposed paper for Regulatory Cooperation mechanisms
   - Japan requested to discuss new KPIs in agenda 4.1
   - Australia requested for wine regulatory forum presentation be given in the morning due to speaker availability
   - Korea suggested consolidating the two presentation items for Standards Education in agenda item 6 to one presentation.

3. **Business Arrangements**

   SCSC Chair office informed the SCSC of the meeting programme and other administrative arrangements.

   The APEC Secretariat, Mr. Art Phanpob Plangprayoon, provided an update on the new project submission process (i.e. Concept Notes) and other project management issues, including the development of a full project proposal. Another presentation outlined APEC Priorities for 2010 (2010/SOM3/SCSC/007), which includes regional economic integration (i.e. assessing APEC's progress towards meeting the 2010 deadline for industrialized economies under the Bogor Goals); new Growth Strategy (balanced, inclusive, sustainable, innovative and secure); and human security (i.e. Food Security). Key events related to these priorities were also highlighted.

   The United States noted appreciation to the APEC Secretariat for providing such a thorough presentation, and requested a copy be made available to share with project overseers.

4. **SCSC Work Program for 2010** and related issues

   (1) Trade Facilitation

   Vietnam reported on updates of SCSC's Collective Action Plan (CAP) in Trade Facilitation (2010/SOM3/SCSC/005 and 005a). Vietnam suggested that items that

have not made any progress in the past three years and those that have been completed to be taken off of the CAP.

Japan reported on the developments within the WTO TBT Committee (2010/SOM3/SCSC/015).

China gave a summary report on the 48th meeting of the WTO/SPS Committee on 29-30 June 2010 in Geneva (2010/SOM3/SCSC/021). The items discussed were the election of a chairperson, various member activities, specific trade concerns, pest or disease-free areas, technical assistance cooperation, and other business. The 49th SPS Committee meeting is scheduled for 20-21 October 2010.

The United States, on behalf of Korea, presented on outcomes of the TFTF meeting on Carbon Footprint at SCSC2 2010 in Sendai (2010/SOM3/SCSC/037 and 037a). At the conclusion of the Special Session, TFTF members agreed that continued information exchange is needed to follow the progress and direction of standards development related to sustainability, including GHG emission accounting and applications. The TFTF recommended continuing discussion on Product Carbon Footprint (PCF) during next year's TFTF meeting in San Francisco.

- *The SCSC Chair* noted that PCF will be very important to mitigation of GHG.

- *Chile* commended the TFTF on the seminar and noted a similar seminar held in Chile that covered CFP and trade. Chile also noted that Chilean wine companies have completed their work of measuring CFP of their products.

The United States, on behalf of Korea, presented the revised TFTF terms of reference for consideration and approval by SCSC2. *SCSC Members* approved the revision of the TFTF Terms of Reference.

The United States noted its proposal under consideration at the CTI 3 on a "Regulatory Cooperation Process Mechanism in APEC" (2010/SOM3/SCSC/039).

- *China* inquired whether the mechanism is at CTI level or the SCSC level and the United States confirmed that it is at the CTI level.
- *Australia* also sought further background about the proposal and clarification on the intended role of the SCSC and the CTI on implementing the process envisioned.
- *The United States* noted the direction from Trade Ministers in May 2010 to establish a regulatory cooperation process in APEC by November, with the goal of building greater understanding and support among non-technical policy officials for work to prevent TBTs. The intention is not protracted or deeply technical discussions in the CTI, or for the CTI to duplicate SCSC efforts, but to strengthen APEC's TBT-related work towards greater regional economic integration.
- *New Zealand* noted its support for regulatory cooperation and the fundamental intention of the proposal. The institutionalized nature of the process (annual cycle) raises concerns regarding the potential costs on regulators and the long run sustainability of the process. New Zealand offered that the CTI might bear in mind timing issues with respect to availability of experts who participate solely at SOM1 and SOM3 meetings.
- *China* echoed New Zealand's concerns about the mechanism. China noted that Ministers have agreed to establish an APEC process on regulatory cooperation, and it would be more suitable for the SCSC to operate with the support of the CTI, rather than the CTI, in the view that the technical barriers to trade identified in the REI process are closely related to standards and conformance.
- *The United States* offered that understanding of the importance of TBT issues to economic integration is well established in the SCSC, as evidenced by the many successful SCSC regulatory cooperation initiatives – such as the FSCF, the JRAC and Toy Safety. The process established by Ministers is aimed at building

broader understanding in order for regulatory cooperation to be further advanced in APEC.

- *The United States* also clarified that the process is intended to function efficiently, and that a two-year review mechanism could be added to the proposal to address the sustainability concerns raised. The United States also noted that submission of information on upcoming rulemaking would increase transparency, but to avoid burden, it would be sufficient to promote understanding of the role of regulatory planning.
- *The SCSC* noted the proposal and expressed interest in further developments.

Japan updated the SCSC Members on the Key Performance Indicators (2010/SOM3/SCSC/033).

(2) Alignment with International Standards and Active Participation in International Standardization

Japan updated on the VAP progress and 2011 priority sectors (2010/SOM3/SCSC/016 and 017). The new VAP format will be circulated to SCSC members by the end of February 2011 and results will be reported at SCSC2 in 2011.

(3) Cooperation on Technical Infrastructure Development
This agenda item was not discussed.

(4) Food and Product Safety

China and Australia presented the FSCF "Briefing Note on Food Safety: Ensuring Reliable Sources of Safe Food Is a Critical Element of Food Security Initiatives" (2010/SOM3/SCSC/024 and 024a) and accompanying FSCF Co-Chair letter to ABAC Chair.

The United States and the World Bank reported on the self-funded project for an "Expert Working Group" under the FSCF PTIN (2010/SOM3/SCSC/010, 011 and 028), which was held in Washington, DC on 19-20 May 2010 at the World Bank in Washington, DC. The World Bank reaffirmed priority of food safety. An outcome of the Expert Working Group meeting was that the FSCF Co-Chairs delivered a Briefing Note on the relationship of food safety to food security to the ABAC Chair for information on the occasion of the ABAC Food Security meeting and workshop in Bangkok in August 2010.

The United States and the World Bank reported on the progress of CTI 01/2010T on Capacity Building in Food Safety: Managing Food Safety Incidents and Developing Food Safety Plans for the Supply Chain, which is scheduled to be held on 5-7 November 2010 in Beijing, China. The planed PTIN Launch will occur during SOM-II in May 2011 on the margins of the Ministers Responsible for Trade meetings. A Food Safety Cooperation forum and Food Safety Incident Management Seminar will be part of SOM-II in May 2011 (2010/SOM3/SCSC/009 and 012).

The United States updated on activities resulting from recommendations made by the APEC Toy Safety Initiative (2010/SOM3/SCSC/026), including OECD meeting on 10 April 2010, participation of regulators in ISO TC 181 in Nov 2010 and a meeting of regulators on the margins of ICPHSO to be held in February 2011. Members are requested to review the APEC Toy Regulator Contact List (2010/SOM3/SCSC/032) for accuracy and completion.

(5) Pathfinder initiatives

EEMRA Pathfinder Initiative

Australia, on behalf of the JRAC Chair, reported on the JRAC EEMRA Meeting, which was held in May 2010 in Tokyo (2010/SOM3/SCSC/002). The JRAC held a successful meeting where members provided an update on their electrical and electronic regulatory regime. Members agreed to update comparative data on trade, manufacture and enforcement activities. JRAC developed a detailed work plan for 2010 and 2011, with key initiatives in risk assessment models, engagement with the IEC, good regulatory practice case studies and emerging technologies. The 16th JRAC meeting is to be held in the U.S. in 2011 with the location and date to be confirmed. Member economies are encouraged to send their regulators to the meeting. Brunei Darussalam will be the JRAC Chair for 2011, while Canada will be the JRAC Secretary for 2011.

- *Chinese Taipei* supported the work of the JRAC, particularly for building dialogues among regulators and enhancing information exchange on EE products inspection regulations.
- *Chile* advised the SCSC that it had recently been accepted as a full member of the IEC. Chile also advised its intention to participate in Part 2 of the APEC EEMRA, following the modification of the regulations regarding electrical and fuel products.

Food MRA Pathfinder Initiative
This subject was not discussed.

(6)   Standards and Conformance Education

Korea reported on the completion of APEC SCSC Strategic Education Program for Trade Facilitation: Phase II - Textbooks and Teaching Manual Development (CTI 20/2008T) (2010/SOM3/SCSC/019), and plans for the joint PAGE/ANSI Committee on Education meeting at SOM 1 2011 (2010/SOM3/SCSC/040). The final report includes an overview of two years' activities – textbook, teaching manual, website (www.wisestandard.org), and two meetings of the project advisory group.

- *SCSC Chair* expressed appreciation to Korea for completion of textbook under a tight deadline.
- *Japan* recognized importance of standardization education and believes that the textbook is very useful. Japan expressed interest in participating in Phase III pilot project.
- *Peru* expressed appreciation to Korea and interest in participating in Phase III pilot project.
- *Viet Nam* expressed interest in participating in Phase III pilot project.

Korea provided a summary on the activities of World Standards Cooperation (WSC) Academic Week 2010 (2010/SOM3/SCSC/030). The Academic Week event was conceived as a way to promote the dialogue between academic institutions and the international standards community, to raise awareness and to foster cooperation and possible joint initiatives. The eight key items, including the importance of education modules, research on standardization, and development of case studies, were presented for policy considerations of member economies.

Members updated recent progress in standards education activities in their economies.

- *Indonesia* updated on their standardization education activities, highlighting cooperation so far with 18 major universities to develop and incorporate standardization in their curricula. The scope of cooperation covered the following activities: education and training; information and promotion of standardization; improving expert participation in standards development; building competence in university laboratories; and conducting and sharing research findings. Indonesia also reported that they have begun awareness programs, such as preliminary education using educational games/toys, pilot project of standards education with three elementary schools, and an awareness program on standardization to 180 vocational school teachers.

Indonesia also highlighted their commitment to take part actively in the discussion forum of PAGE and ICES.

- *Korea* introduced that the Korean Agency for Technology and Standards (KATS) and Korean Standards Association (KSA) are sponsoring the organization of the Society for Standards and Standardization (SSS). SSS will be founded to promote research activities, education programs, and networking on standardization nationally and internationally. An international symposium to celebrate the foundation of the SSS will be held at the Renaissance Seoul, Korea on Tuesday October 12, 2010. Interested members are invited to participate as audience or contributors to the symposium (2010/SOM3/SCSC/029). Korea also outlined draft theme and date for the 2011 and 2012 symposium under consideration.

(7)   Interaction with Business

Australia reported on the progress of SCSC Wine Regulatory Forum and cooperation with the World Wine Trade Group (2010/SOM3/SCSC/003).

The United States and Australia presented a concept note (2010/SOM3/SCSC2/031) proposing a seminar on key issues in wine regulation to be held in the United States in 2011. This proposal will be considered later this week by CTI and BMC. This seminar has the objective of promoting regulatory coherence in the APEC region, improved dialogue and cooperation. Regulators in developing economies will have a forum to develop regulations that are trade facilitating, prevent consumer deception, guarantee food safety and are WTO consistent.

Viet Nam and the United States reported on the progress project finalization of the APEC Conference on Business Engagement in Standards and Conformity Assessment and presented the survey results (2010/SOM3/SCSC/018 and 018a) and draft final strategy (2010/SOM3/SCSC/034) for SCSC discussion. Comments on the draft strategy are requested by October 15, and final revisions will be taken into consideration and the SCSC Chair will be asked to endorse the project by October 30, 2010.

- *Chile* expressed appreciation to Viet Nam and the United States for leading this effort, as well as approval of the report.

Japan presented the results of the survey questionnaire, which was developed to obtain information regarding the participation of business in International Technical Committees and Sub Committees (2010/SOM3/SCSC/014). The survey showed that the number of economies achieving the KPI has increased step by step over the past three years, achieving more than "90 % in industry participation" in most of the member economies by this time. It was confirmed that this successfully completes the three year project. *The SCSC* endorsed the results of the survey.

5. **SRBs report**

Indonesia made a short introduction about SRB activities and requested that Indonesia ends its service as SRB Coordination Chair and asked for a successor to fill this role. Indonesia is requested to seek a successor and report its proposal at SCSC1 in 2011.

The Coordinator of the SRB Forum updated on current activities and proposed activities for 2011 (2010/SOM3/SCSC/025). The Coordinator reminded SCSC members that the SRBs were happy to provide advice and assistance in their various areas of expertise.

The SCSC Chair noted the important role that the SRBs play in the region's technical infrastructure.

Individual reports from each of SRBs, though not discussed during the SCSC plenary, have been included in the meeting documentation as follows:
- *APLAC* (2010/SOM3/SCSC/008)
- *PAC* (2010/SOM3/SCSC/013)
- *APMP* (2010/SOM3/SCSC/004)

6. **SCSC Projects**

Singapore updated that the project CTI 36/2009T "Study on Export Technical Assistance" has been published and is available on the APEC website for download. Singapore also highlighted that the report was shared at the APEC SME WG in June 2010. The report will be included in the mid-term report of the SME WG Strategic Plan and submitted at the SME WG Ministerial Meetings in October 2010.

Singapore thanked all Member economies for their active participation and support, in particular the co-sponsoring economies, Chile, Malaysia, Chinese Taipei, the United States, and Japan for hosting the seminar on 5 March 2010 in Hiroshima, Japan. Singapore also thanked Hong Kong, China; Chinese Taipei; and the United States for hosting the in-country visits as part of the study.

- *Chinese Taipei* thanked Singapore and Member economies involved in the project, and expressed appreciation for the outcomes of this project and the valuable recommendations and contributions from APEC Member economies during the workshop. They also highlighted that APEC economies would find the recommendations useful to review their own models for further improvement to provide more beneficial assistance to SMEs.

The Philippines reported on the CTI 55/2009T on Seminar-Workshop on the Development and Strengthening of Food Recall System for APEC Member Economies, which was held on 4-6 May 2010 in Manila, and presented the strengths and weaknesses identified by the participants during the workshop as common among their recall protocols and recommendations for possible APEC programs related to food recall (2010/SOM3/SCSC/006).

Japan reported on the CTI 05/2010T Supply Chain Visibility Workshop, which was held on 19 September 2010 in Sendai (2010/SOM3/SCSC/041), noting that further discussion should be organized as proposed at the panel discussion. The proposal is as follows:
1. Workshop in collaboration with other fora, such as TPTWG / SCCP
2. Pilot Projects among economies, sharing best practices
3. APEC Guideline for economies as reference

Regarding the proposal, the United States highlighted the importance of involvement of all stakeholders in the supply chain. Hong Kong, China also emphasized the necessity of discussions with all relevant parties in the supply chain. Korea mentioned the importance of SCV not only for optimizing the supply chain but also for reducing the environmental burden and enhancing security. Chinese Taipei emphasized the importance of conducting pilot projects exploring the way to share information among stakeholders. Singapore highlighted the importance of open standards such as EPCIS.

Japan reported that the workshop conclusions will be submitted to the CTI.

- *Chinese Taipei* thanked Japan for the report and briefed the meeting on related RFID projects on-going in Chinese Taipei. Chinese Taipei also announced the hosting of a one-day symposium on 16 November 2010 organized by GS1 – Chinese Taipei, and hoped many experts, especially customs-related ones, would participate.
- *SCSC Chair* concluded that the results of this workshop will be reported to the CTI.

Japan reported on the conclusions of CTI 44/2009T on the 8th Standard and Conformance Conference for Green Harmonization, which was held on 18 September 2010 in Sendai (2010/SOM3/SCSC/038). Some of the key discussions included the importance of APEC's role,

collaboration with other fora or organizations, sharing information to ensure transparency regarding energy efficiency standards and labeling, reproducibility, participation, coordination on policy related to energy efficiency and SC, and test methods so as to mitigate a technical barrier to trade, emphasizing that energy performance testing standards should be harmonized and that the product's performance test method should reflect the actual energy used.

- *Singapore* expressed appreciation to Japan for coordinating this meeting, noted the particular success of working with the EEGE&C, and suggested that the SCSC find areas to work with this group again in the future.

China reported on the outcomes of CTI 46/2009T on Strengthening Legal Metrology Infrastructure for Trade Facilitation, highlighting that there will be three workshops or training courses conducted respectively in Indonesia, Singapore, and Thailand in 2010, which will improve the mutual reliability in trade based on sharing a common metrological system and information (2010/SOM3/SCSC/022). Progress Reports for this project were submitted to the APEC Secretariat in July 2010. Handbooks of the training courses and workshops are being compiled and will be submitted to SCSC members for review in late September to early October 2010.

Indonesia reported on CTI 08/2010T on Multilateral Recognition Arrangement (MLA) Readiness Project in Food Safety Management Systems (FSMS), which will be held in on 27-30 September 2010 in Bogor, Indonesia. The training will cover the audit exercises and site visit to the food industry, and would be facilitated by Ms. Jackie Pelham JAZ-ANZ (Australia-New Zealand). Funding support will be available for eligible economies. Members are urged to nominate participants to Indonesia.

The United States updated on the CTI 23/2010T progress of CTI Solar (PV) Standards and Conformance Measures Survey and Workshop (2010/SOM3/SCSC/036). The project will consist of a survey and a workshop to take place on the sidelines of SOM3 in 2011.
- *China* suggested that the United States refer to IECEE/CB scheme in designing the survey and running the project.
- *Chinese Taipei* expressed appreciation to the United States for working on this seminar, encouraged discussion on this issue.
- *Singapore* suggested making the IECEE aware of this workshop, and invite IEC participation in the workshop.

The United States updated on the progress of CTI 20/2010T the 6th Conference on Good Regulatory Practice (2010/SOM3/SCSC/035 and 35a).

China updated the progress of CTI 21/2010T APEC Food Safety Cooperation Forum Seminar and intention for a third Food Safety Cooperation Forum (FSCF) workshop for one day in the margins of SOM2, 2011 (2010/SOM3/SCSC/023), which was approved by BMC in September 2010. It introduced five projects planned in 2010, nine projects in 2011 as well, and highlighted that, through the project, APEC Member Economies would learn about the systems and experiences in the field of food safety management of more developed economies, and all APEC economies would benefit as a whole. It was expected that more participants would attend the seminar, and member economies would cooperate in a deeper and broader way.

- *Australia*, as co-chair of the project, expressed support for this project.

SCSC Members presented new Concept Notes that were submitted for BMC approval session 3:

- *The United States* presented Sustainability in Building Construction (Commercial Buildings): Efficiency and Conservation

- *The United States invited PASC* to brief the SCSC on the proposed Conference on Implementation of Energy Management Standard (ISO 50001) which is currently being considered for TILF funding. PASC noted that the project was aimed at assisting in achieving the leader's aspirational target of reducing energy intensity by

at least 25 percent by 2030 (2010/SOM3/SCSC/027).

- *Korea* presented APEC SCSC Strategic Education Program for Trade Facilitation-Phase III Exchange Program for Higher Education (2010/SOM3/SCSC/020rev1, 020a rev1 and 020b).

- *Russia* presented on School Feeding Systems in APEC Economies, and requests that SCSC Members consider joining the project.

7. Adoption of the SCSC II Summary Conclusion

SCSC members considered and adopted the Summary Conclusions of the 2nd SCSC Meeting in 2010.

8. Next Meeting

The United States informed the meeting of the arrangements for the SCSC 1 and related meetings during SOM I in 2011 (2010/SOM3/SCSC/042).

9. Other business

APEC Policy Support Unit provided an overview of StatsAPEC website and database.

The United States informed Members that the United States and China have discussed the possibility of developing a joint Concept Note in the IPEG in coordination with the SCSC for a workshop on Intellectual Property in Standards in the third quarter of 2011, to be submitted for review at SOM1 and approval at BMC1 2011.

10. Meeting Documents

SCSC members considered the public release of documents as per the attached.

11. Adjournment

Agenda Item 12.1.2

Report on APEC TEL 41st & 42nd MRATF Meeting

Prepared by Nigel Jou, TAF, Chinese Taipei

The 41st and 42nd APEC TEL MRATF meetings, chaired by Mr Lawrence Kwan from Hong Kong, China and co-chaired by Ms Melinda Tan from Singapore, were held on 6-7 May 2010 in Chinese Taipei and on 2-3 August 2010 in Brunei Darussalam respectively. 29 delegates representing 12 economies and several industry groups participated in the 41st meeting and 33 delegates representing 14 economies participated in the 42nd meeting. The meeting minutes are as attached.

Participating Economies to Phase I & Phase II of the MRA

Phase	Participating economies
Phase I MRA – *"Mutual Recognition of Testing Laboratories As Conformity Assessment Bodies and Mutual Acceptance of Test Reports"*	Australia, Canada, China, Hong Kong, Japan, Korea, Singapore, Chinese Taipei, USA, Vietnam
Phase II MRA – *"Mutual Recognition of Certification Bodies as Conformity Assessment Bodies and Mutual Acceptance of Equipment Certifications"*	Canada, Hong Kong, Japan, Singapore, Chinese Taipei, USA

Main interests

- The text of the "MRA for equivalence of technical requirements for telecommunications equipment (MRA-ETR)" was finalised and presented to APEC TEL 41. It had been endorsed by the APEC TEL, and will be submitted for endorsement by APEC Ministers at the coming TELMIN8 to be held in Japan on 30-31 October 2010.
- The "Survey on MRA Implementation" was dispatched to individual economies in May 2010. Responses received from 11 economies indicated a need for training on the MRA-CA.
- 10th anniversary of the MRA for Conformity Assessment – The TF published the article "Ten Years of MRA Success" in April 2010.
- The "Survey on the Market Surveillance" was posted in June 2010. 9 submissions indicated interests in development of Market Surveillance's

Agenda Item 12.1.2

Best Practice Guideline. The draft proposal, led by Canada, will be provided in the next meeting.

- TF's input into the Okinawa Declaration – APEC TELMIN 8, 30-31 October, Japan
- TEL 43 will be held in the last week of March 2011 in Hangzhou, China.

International laboratory Accreditation Cooperation Report

Asia Pacific Laboratory Accreditation Coooperation (APLAC)

16th General Assembly, 4-10 December 2010

Osaka, Japan.

ILAC Meetings

The first ILAC Executive meeting for 2010 was held in March and hosted by Cofrac in Paris. The ILAC Executive was the last in a three day series of meetings that commenced with the IAF Executive meeting on the Sunday and then moved onto the first Joint meeting of the ILAC and IAF Executive Committees (JEC).

These new arrangements for Executive Committee meetings were again put to the test in June, when our colleagues at ema in Mexico hosted the three day meeting series. The three day mid year program (for those involved in both the ILAC and IAF Executive meetings) replaces the previous 5 day program.

The JEC meetings are now covering all topics of common interest to ILAC and IAF, such as the activities of the joint working groups and committees, joint liaison activities, joint work items undertaken by the Executives, reporting by the Regional Cooperation Body members from both organisations and all matters associated with the planning and general logistics for the joint annual meetings and mid year meetings as appropriate. These issues were previously addressed by each Executive Committee separately and then in many instances were covered again during meetings of the Joint Committee for Closer Cooperation (JCCC).

Based on the current experience with the new meeting arrangements, the three day series appears to be achieving the aim of addressing issues in the most appropriate forum with a minimum of duplication. The final ILAC Executive and JEC meetings for the year were held in Shanghai, in October, as part of the ILAC and IAF Annual meetings.

This year the annual ILAC/IAF meetings, held from 20-29 October, were also the focus of celebrations to mark the 10th Anniversary of the signing of the ILAC Mutual Recognition Arrangement (MRA) and the12[th] Anniversary of the signing of the IAF Multilateral Recognition Arrangement (MLA). These celebrations were expertly organized by our hosts CNAS and the evening highlighted progress made by both organisations since their MRAs and MLAs were first signed. In particular, the use of the ILAC MRA and the IAF MLA by other international organisations was the focus of presentations made by the World Anti Doping Agency (WADA), the International Electrotechnical Commission (IEC) and GLOBALGAP at the Gala Dinner.

Special thanks go to our colleagues from CNAS, the hosts of the 2010 annual meetings, for the excellent facilities and arrangements provided throughout the meetings.

The ILAC Arrangement

As at 5 November 2010, there were **70 Signatories** (Full Members) to the ILAC Arrangement, representing **58 economies.**

Further progress is being made towards establishing an international mutual recognition arrangement (MRA) for Inspection with a resolutions being taken by the IAF General Assembly and then subsequently the ILAC General Assembly for the Inspection activity to be transferred from a joint ILAC and IAF activity to an ILAC only activity. The evaluation of the inspection activities of the current Recognised Regional Cooperation bodies continues to progress and has not in any way been delayed by the decision to transfer this activity to ILAC.

The ILAC Arrangement is increasingly being called up by regulatory authorities who are requiring testing and calibration activities in certain areas to be carried out by laboratories accredited by Signatories to the ILAC Arrangement. Examples of success stories from ILAC Full Members (signatories to the ILAC Arrangement) about the benefits of being a signatory to the ILAC Arrangement are also on the increase. Further information about these developments can be found on the ILAC website at www.ilac.org.

ILAC also continues to focus on enhancing a more widespread understanding of the socio-economic benefits of the Arrangement amongst the international community, particularly governments and regulators.

ILAC Membership

ILAC membership as at 5 November 2010 is as follows:

- 70 Full Members (Signatories to the ILAC Arrangement) representing 58 economies;
- 18 Associates representing 18 economies;
- 20 Affiliates representing 19 economies;
- 4 Regional Cooperation Bodies
- 25 Stakeholders

The ILAC membership (total 137 bodies) now covers a total of 91different economies worldwide and more than 33,000 laboratories and over 6,000 inspection bodies are accredited by the 70 ILAC Full Members (signatories to the ILAC Arrangement).

ILAC Executive

Elections for all (elected) positions on the ILAC Executive Committee were held during the annual meetings in October 2010. Of special note for both the members and the Secretariat is that both the ILAC Chair, Daniel Pierre and the ILAC Vice-Chair Peter Unger, having served in their respective roles for the maximum period allowed under the ILAC Rules (three consecutive two year terms), were not be eligible to continue in their current positions. Accordingly, the final day of the ILAC General Assembly was the final session presided over by Daniel Pierre as ILAC Chair.

The Secretariat has been very fortunate to have received such an excellent level of support from both the Chair and Vice Chair which has greatly facilitated the efficient and effective operation of ILAC.

ILAC signed a Memorandum of Understanding with the International Federation of Clinical Chemistry and Laboratory Medicine (IFCC) in July 2010. The signing of this MoU was the culmination of a very productive meeting held earlier this year and a series of follow up communications between the two organisations.

Three existing MoUs were also the subject of a scheduled review, in 2010, namely the tripartite MoU between IAF, ILAC and OIML, the MoU between ILAC and WADA and the MoU between ILAC and IEC. Updated MoUs were re-signed with OIML during the Shanghai Joint General Assembly and with WADA during the ILAC General Assembly. The MoU with IEC developed from being two separate bipartite MoUs (ie ILAC-IEC and IAF-IEC) into a single tripartite MoU (ILAC-IAF-IEC). The tripartite MoU was also signed during the Joint General Assembly in Shanghai.

ILAC Liaisons

The review of liaison activities continues to be a major focus of the ILAC Executive Committee, who seeks to ensure that ILAC interests are represented in areas which have an impact on the activities of ILAC and its members. Action items arising out of ILAC's liaison activities are addressed during each Executive meeting as well as on a continuous basis throughout the year.

The Liaison Database, located in the members area of the ILAC website, continues to serve as the main repository for the ever increasing number of reports and documents that are produced as part of ILAC's liaison activity. It can be accessed via the members area of the ILAC website. (ILAC members who have

not as yet sought access to the Members Area of the website can do so on-line, via the 'Home' page of the website).

Representatives from ISO; ISO/CASCO; IEC, WADA, OIML, UNIDO, UNFCCC and ITU participated in the annual meetings, with apologies being received from BIPM and WHO.

The cooperation between the IEC CAB (International Electrotechnical Commission Conformity Assessment Board), IAF and ILAC continues to develop with the signing of the tripartite MoU mentioned earlier and the successful first meeting of the ILAC/IAF/IEC Steering Committee held on October 23 in Shanghai.

ILAC continues to participate in a number of liaison activities with ISO. These include CASCO WG 29 (Revision of ISO Guide 65 – Product Certification), CASCO WG 31 (Revision of ISO 17020 - Inspection), ISO TC212 (Technical Committee - Clinical laboratory testing and in vitro diagnostic test systems – Revision of ISO 15189) and ISO TC69 (Technical Committee – Applications of Statistical Methods) where ILAC has been granted liaison status with SC6 because of the special interest in measurement methods. ILAC and IAF also liaise closely with ISO and ISO/CASCO as part of the IAF/ILAC/ISO Joint Working Group which usually meets twice a year (next meeting 15 November 2010).

ILAC participated in the regular March round of meetings with the BIPM, which this year included a meeting between ISO, BIPM, OIML and ILAC. A similar round of meetings is scheduled for March 2011. The 2010 meeting of the DCMAS Network (formerly the JCDCMAS) – Network on Metrology, Accreditation and Standardisation for Developing Countries – was held in Geneva on Monday 29 March 2010. Unfortunately neither ILAC nor IAF were able to participate in this meeting due to scheduling difficulties. Updates on the activities of ILAC and IAF, together with details of the activities undertaken and planned by the Joint Development Support Committee (JDSC), were provided for the meeting. ILAC and IAF also contributed to the revisions of the various publications that are available from the DCMAS Network website http://www.dcmas.net.

The ILAC Executive Liaison, Alan Squirrell has participated, either in person or via teleconference, in three meetings of the WADA Laboratory Committee in 2010, with a final meeting scheduled for December 2010. WADA and BIPM representatives also attended the last meeting of the ILAC Accreditation Committee, in June, in Denmark and a meeting of the ILAC AIC-WADA Working Group was held during the meetings in Shanghai.

ILAC and IAF were represented at the 45th Meeting of the International Legal Metrology Committee (CIML), held in September in Orlando, Florida, USA and at the International Telecommunications Union (ITU) Regional Consultation on Conformance Assessment and Interoperability for the Asia-Pacific Region, also in September 2010.

In late 2009, ILAC was invited to participate in the special events held to mark the 10th Anniversaries of the CIPM Mutual Recognition Arrangement and the 10th Anniversary of the World Anti-Doping Agency (WADA).

Other regular liaison activities carried out in 2010 included meetings with ISO REMCO, OIML, CITAC and CCQM.

ILAC thanks all of the ILAC liaison officers, and their organisations, who give up their time to assist ILAC in carrying out these activities for the benefit of the ILAC members.

ILAC Secretariat

The ILAC Secretariat staff is as follows: Annette Dever – ILAC Secretary; Alan Squirrell – ILAC Executive Liaison Officer; Sharon Kelly – Senior ILAC Coordinator; Alison Hay – ILAC Administrator and Rose Bevins – ILAC Administrator.

The Secretariat activities underwent an internal audit during August 2010 with Mr Shaharul Sadri Alwi, Director of Accreditation, Standards Malaysia, carrying out this task.

ILAC publications can be downloaded from the ILAC Website by clicking on the Publications and Resources button on the left hand side of the home page. Recently published documents include the following:

ILAC G18:04/2010 Guideline for the Formulation of Scopes of Accreditation for laboratories
ILAC R4:03/2010 Use of the ILAC Logo and Tagline
IAF/ILAC A1:07/2010 IAF/ILAC MRAs: Evaluation of a Regional Group
IAF/ILAC A2:07/2010 IAF/ILAC MRAs: Evaluation of a Single Accreditation Body
ILAC P13:10/2010 Application of ISO/IEC 17011 for the Accreditation of Proficiency Testing Providers

A complete list of all documents, that have been (or are being) circulated to members for either comments or voting, can be obtained from the ILAC website in the Members Section under Ballots.

The ILAC-MRA Mark registration process continues and, as at 8 November 2010, 48 ILAC Full Members had signed Licensing Agreements with ILAC, for the use of the Combined MRA Mark (the Combined MRA Mark is the ILAC-MRA Mark used in combination with the accreditation body's own mark).

The second edition of ILAC News for 2010 was published in October and this was also the final printed version of ILAC News. Future editions will be published as on line newsletters. Past editions of ILAC News are available to download from the ILAC website.

World Accreditation Day was celebrated on 9 June 2010 with this year's theme being Global Acceptance. The theme for the 2011 World Accreditation Day is "**Accreditation – supporting the needs of Regulators"**.

Further information on ILAC can be obtained from the ILAC website at www.ilac.org, or by emailing the Secretariat on ilac@nata.com.au.

ADOPTED RESOLUTIONS OF THE FOURTEENTH ILAC GENERAL ASSEMBLY

SHANGHAI, CHINA

29 OCTOBER 2010

ILAC Resolution GA 14.01
The General Assembly accepts the Minutes of its thirteenth meeting, held on 18 and 20 October 2009 in Vancouver, as a true and accurate record of the meeting.

ILAC Resolution GA 14.02
The General Assembly confirms the results of the electronic ballots to accept the following organisations as Associates:
- Organismo Nacional de Acreditacion de Colombia (ONAC), Colombia
- Kosovo Accreditation Directorate (DAK), Kosovo
- Organismo Uruguayo de Acreditación (OUA), Uruguay

ILAC Resolution GA 14.03
The General Assembly welcomes the following new signatories to the ILAC Arrangement:
- Sri Lanka Accreditation Board for Conformity Assessment (SLAB), Sri Lanka for testing
- Papua New Guinea Laboratory Accreditation Scheme (PNGLAS), Papua New Guinea for testing
- Croatian Accreditation Agency (HAA), Croatia for testing and calibration
- Hungarian Accreditation Board (NAT), Hungary for testing and calibration
- Ente Costarricense De Acreditacion (ECA), Costa Rica for extension of scope to include calibration
- AIHA Laboratory Accreditation Programs, (AIHA-LAP), LLC, USA for testing
- Organismo Uruguayo de Acreditación (OUA), Uruguay for testing
- Instituto Nacional de Normalización (INN), Chile for testing and calibration
- Sistema Italiano di Accreditamento (ACCREDIA), Italy for extension of scope to include calibration
- National Centre for Accreditation (NCA), Kazakhstan for testing and calibration

ILAC Resolution GA 14.04
The General Assembly ratifies the Executive Committee decision to admit the following organisations as Affiliates:
- Bangladesh Accreditation Board (BAB), Bangladesh
- PPD, South Africa
- GCC Accreditation Centre, (GAC), Kingdom of Saudi Arabia

ILAC Resolution GA 14.05
The General Assembly ratifies the Executive Committee decision to admit the following organisations as Stakeholders:
- National Laboratories Association of Zimbabwe (NLAZ), Zimbabwe

ILAC Resolution GA 14.06
The General Assembly approves the audited financial accounts for 2009.

ILAC Resolution GA 14.07
The General Assembly accepts the report of the Financial Audit Committee on the 2009 accounts and instructs the Executive Committee to respond to the recommendations included in this report.

ILAC Resolution GA 14.08
The General Assembly endorses the appointment of Jan van der Poel as Chair of the Financial Audit Committee for a further two year term.

ILAC Resolution GA 14.09
The General Assembly notes the financial report for the period 1 January 2010 to 31 August 2010.

ILAC Resolution GA 14.10
The General Assembly endorses the termination of the Affiliate membership of IAR Accreditation Services, USA for the non payment of fees (Bylaw 5.7 (b)).

ILAC Resolution GA 14.11
The General Assembly approves the 2011 Budget as proposed by the Executive Committee.

Executive Committee

ILAC Resolution GA 14.12
The General Assembly notes and accepts the decision of the IAF General Assembly in Shanghai in October 2010, that the responsibility for the scope of inspection be transferred from a joint IAF/ILAC activity to ILAC alone.

The General Assembly agrees that the Joint Inspection Group (JIG) be transferred into the ILAC structure including the possibility of participation for all current members of the JIG.

The General Assembly agrees to establish a fee structure for inspection activities that is fair and responsible, especially taking into account the needs of developing economies.

ILAC Resolution GA 14.13 & Attachment
The General Assembly confirms the results of the electronic ballots, as listed in the attachment to this document, undertaken by ILAC since the 13th General Assembly in 2009.

Arrangement Committee

ILAC Resolution GA 14.14
The General Assembly notes that the ARC has conducted a GAP analysis between ILAC P3:07/2007 *ILAC Mutual Recognition Arrangement (Arrangement): Procedures for the Evaluation of Unaffiliated Bodies for the Purpose of Recognition* and *IAF/ILAC A2:07/2010 IAF/ILAC MRAs: Evaluation of a Single Accreditation Body*. The ARC confirms that IAF/ILAC A2 covers all the requirements and procedural elements of ILAC P3. Accordingly the General Assembly resolves to withdraw ILAC P3.

ILAC Resolution GA 14.15
The General Assembly notes that the ARC has analysed ILAC G10:1996 *Harmonised Procedures for Surveillance and Reassessment of Accredited Laboratories* in light of ISO/IEC 17011:2004 and IAF/ILAC A5:04/2009 *IAF/ILAC MRAs: Application of ISO/IEC 17011:2004*, and has concluded that:
- ILAC G10 includes requirements which are in contradiction with the requirements of ISO/IEC 17011:2004; and
- ILAC G10 as it stands does not need to exist.

The General Assembly therefore resolves to withdraw ILAC G10.

Accreditation Committee

ILAC Resolution GA 14.16
The General Assembly resolves that the implementation period for ILAC XX *Policy for Estimation of Uncertainty in Calibrations* should be 12 months from the date of publication, as recommended by the AIC.

ILAC Resolution GA 14.17
The General Assembly agrees to the withdrawal of ILAC G12:2000 *Guidelines for the Requirements for the Competence of Reference Material Producers* following publication of ILAC XX *Guidance for the Assessment of Reference Material Producers*.

ILAC Resolution GA 14.18
The General Assembly agrees to the withdrawal of ILAC G20:2002 *Guidelines on Grading of Non-Conformities* following the publication of the revised version of ILAC G3:1994 *Guidelines for Training Courses for Assessors*.

Laboratory Committee

ILAC Resolution GA 14.19
The General Assembly notes the election by the Laboratory Committee of Steve Sidney as Chair, and Jean-Marc Aublant as Vice Chair for a two year period.

ILAC Resolution GA 14.20
The General Assembly endorses the revised (editorial amendments) Terms of Reference of the Laboratory Committee.

General

ILAC Resolution GA 14.21
The General Assembly notes with appreciation the reports from, and the close cooperation with, the following international organisations:
- Bureau International des Poids et Mesures (BIPM)
- World Anti-Doping Agency (WADA)

ILAC Resolution GA 14.22
The General Assembly endorses the election of the following officers to the ILAC Executive Committee for two years:

Chair	Peter Unger
Vice-Chair	Merih Malmqvist Nilsson
Arrangement Committee	Ileana Martinez
Accreditation Committee	Regina Robertson
Marketing & Communications Committee	Graham Talbot
Joint Development Support Committee	Dorsaf Zangar
Arrangement Management Committee	Andreas Steinhorst
Unaffiliated Representative	Dorsaf Zangar
Laboratory Committee	Steve Sidney
Proficiency Testing Consultative Group	Linda Crawford

ILAC Resolution GA 14.23
The General Assembly expresses its deep appreciation to Daniel Pierre, Maire Walsh and Rick Wilson for their outstanding contribution to ILAC.

ILAC Resolution GA 14.24
The General Assembly confirms the Resolutions adopted by IAF and ILAC at the 10th IAF-ILAC Joint General Assembly as listed in the attachment to this document.

ILAC Resolution GA 14.25
The General Assembly expresses its appreciation for the excellent arrangements and support services provided by CNAS for the Fourteenth ILAC General Assembly and associated meetings, 20 to 29 October 2010, in Shanghai, China.

ILAC Resolution GA 14.13 Attachment

ILAC ELECTRONIC BALLOTS 20 October 2009 – 29 October 2010

DOCUMENTS PROPOSED	CLOSING DATE	RESULTS	PUBLISHED AS
ILAC P9:2010 Version 11.0 ILAC Policy for Participation in Proficiency Testing Activities	15 Oct 2010	60 Responses 86% Yes	
ILAC PXX:201X ILAC Policy for Uncertainty in Calibration	13 Oct 2010	59 Responses 98% Yes	
Application of ISO/IEC 17011 for the Accreditation of Proficiency Testing Providers	27 Sept 2010	54 Responses 98% Yes	ILAC-P13:10/2010 Application of ISO/IEC 17011 for the Accreditation of Proficiency Testing Providers
IAF/ILAC A2:XX/200X IAF/ILAC MLAs/MRAs: Evaluation of a Single Accreditation Body	14 June 2010	62 Responses 100% Yes	IAF/ILAC A2:07/2010 IAF/ILAC MLAs/MRAs: Requirements and procedures for evaluation of a Single Accreditation Body
IAF/ILAC A1:XX/200X IAF/ILAC MLAs/MRAs: Evaluation of a Regional Group	14 June 2010	62 Responses 100% Yes	IAF/ILAC A1:07/2010 IAF/ILAC MLAs/MRAs: Requirements and procedures for evaluation of a Regional Group
ILAC G18:XX/200X Criteria for the Formulation of Scopes of Accreditation for Laboratories	21 Feb 2010	51 Responses 100% Yes	ILAC G18:04/2010 Criteria for the Formulation of Scopes of Accreditation for Laboratories
ILAC R4:XX/200X Use of the ILAC Logo and Tagline	18 Feb 2010	53 Responses 98% Yes	ILAC R4:03/2010 Use of the ILAC Logo and Tagline
Future Direction of ILAC and IAF – Ballot 1	16 Dec 2010	58 Responses 66% Yes	
Future Direction of ILAC and IAF – Ballot 2	16 Dec 2010	59 Responses 62% Yes	

INTERNATIONAL ACCREDITATION FORUM

&

INTERNATIONAL LABORATORY ACCREDITATION COOPERATION

Adopted Resolutions for IAF and ILAC at the 10th IAF-ILAC Joint General Assembly

28 October 2010, Shanghai, China

JGA Shanghai Resolution 1 - Reports from International Organisations
The Joint General Assembly received with appreciation the presentations and reports from the following international organizations:
- International Electrotechnical Commission (IEC)
- International Organisation for Standardization (ISO)
- International Organisation for Legal Metrology (OIML)
- United Nations Framework Convention on Climate Change (UNFCCC)
- United Nations Industrial Development Organization (UNIDO)
- International Telecommunications Union (ITU)

JGA Shanghai Resolution 2 – IEC-ILAC-IAF MoU
The Joint General Assembly welcomed the signing of a tripartite Memorandum of Understanding (MoU) between IEC, ILAC and IAF, as a replacement for the existing MoUs between ILAC and IEC and between IAF and IEC.

JGA Shanghai Resolution 3 – OIML-ILAC-IAF MoU
The Joint General Assembly welcomed the signing of a revised tripartite Memorandum of Understanding (MoU) between OIML, ILAC and IAF, which supersedes the existing MoU between the three parties.

JGA Shanghai Resolution 4 - Reports from IAF and ILAC Regional Groups
The Joint General Assembly received with appreciation the reports provided by APLAC, EA, IAAC, PAC and SADCA.

JGA Shanghai Resolution 5- Invitation for the 2013 Annual Meetings
The Joint General Assembly accepted with appreciation the invitation by KAS and KOLAS to host the 2013 IAF-ILAC Annual Meetings in Seoul, South Korea.

End of resolutions.

The Multilateral Agreement Committee (MAC)

The MAC held its last meeting on October 6-7 in Ljubljana, Slovenia. As a result of the meeting:

- **ACCREDIA,** Italy signs the MLA for calibration;
- **SA,** Slovenia, enters in the MLA for personnel certification;
- **TUNAC**, Tunisia, enters in the MLA for management systems certification;
- Suspension of **SNAS** is removed and SNAS MLA signatory status for all MLA scopes is reinstated;
- Suspension of **CGCRE** (Brazil) bilateral agreement signatory status is removed and CGCRE signatory status (calibration, testing) is reinstated;
- Decision regarding **DAkkS** signatory status for all MLA scopes is postponed until next MAC meeting in April 2011.

Furthermore, MAC agreed to recommend that EA should sign a contract of cooperation with EGAC, Egypt. The contract will be signed during the General Assembly in November 2010 upon approval by the GA.

MAC finalised revision of EA-2/02 and the revised draft will be soon circulated for comments. Revision of the document enabled to identify those requirements and policy aspects that will now be covered and monitored through the Harmonization Horizontal Committee.

The Executive Committee

The Executive Committee is completing the EA *Strategic Plan 2010-2015*. A final document will be submitted to the GA in November. As part of the strategic development, revision of the articles of association and rules and procedures is being finalised. A final round of comments terminated on 13 October. Comments are being reviewed and will be accommodated in a final version of the two documents which should be ready for approval by the GA in November.

Following the signing of a *Framework Partnership Agreement with the European Commission* on 30 June 2010, the EX is concentrating on the setting up of processes and procedures for the management of the agreement and related grants. A progress report on development of the work programme 2010 was submitted at the end of September together with the proposed work programme 2011 and associated estimated budget.

Relations with DG Environment. There are ongoing discussions regarding development of the EU/ETS directive and the Environment Technology Verification program in the field of the verification of the impact of a new technology on the environment. In both cases, the EX is monitoring the work of two task groups especially appointed. The intention is to set up a verification protocol. In the end, the accredited verification certificate will be used for demonstrating to the market the positive impact of the new technology in question on the environment. EA is also discussing with *DG Health and Consumer Protection (SANCO)* about accreditation for official controls in the food sector.

The EX agreed to respond to *ENFSI* invitation to contribute to training activities for technical assessors used in the forensic area.

As a result of COFRAC facing a steep increase of its activities, hence of its staff, EA will need to move its Secretariat offices by the end of June 2011 and more preferably by the end of March 2011.

An office and IT search project started in summer. It is monitored by a TFG of the EX. A proposal for a new location and new IT infrastructure for EA will be submitted to the GA for approval in November. Until now the EA IT has been hosted by COFRAC. As a result of the move of offices, EA IT will also have to be separated from COFRAC system.

Cross frontier accreditation, accreditation of multi sites CABs, developing rules and recommendations for an easier identification of "EA-accredited" services are issues being much discussed in the EX at the moment. Clear proposals will be submitted to the GA in November to progress and complete the work.

The Harmonization Horizontal Committee (HHC)

The HHC held its last meeting in Malta on 28-29 September.
Once again, the Committee had to cover a very busy agenda, in particular:

- Extension of the EA MLA to cover **ISO 14065 for accreditation of environmental verifiers**. The Committee recognised that ISO 14065 can be used as a standalone standard for accreditation and that accreditation in that field will be a new activity that is not covered by the current MLA;
- A TFG of the HHC has been established to elaborate on the issue of "**Which standard for which module (of the directives)**". The TFG will build upon a proposal which was discussed at the meeting, aiming at identify the best option and underlining the rationale for using each of the proposed standard; the TFG proposal will be discussed at the next HHC meeting in March 2011;
- A draft of a **policy and procedure for expanding the EA MLA** will be soon distributed for comments in EA;
- Revision of **EA-2/11 Policy for relations with sector schemes** is nearing completion. The document now provides a detailed process for analysing and deciding on acceptance of a scheme. A final draft of the revised EA-2/11 will be soon sent out for comments in EA.
- Revision of **EA-3/09 Surveillance and Reassessment** will start soon. Use of results of participation in PT activities, rules for sampling, contents of assessment for surveillance purpose, witnessing will be addressed in the future revision of the document.
- **Directives Networks**. The networks have started to collect information on EA ABs practices in the fields of directives. One question arose concerning the status of the output of discussion within the nets. HHC decided to conduct a pilot project with one directive net in charge of developing a guidance document. In addition, HHC appointed a TFG responsible for monitoring the work and developments in the nets.

Besides, and this is taking a significant part of HHC resources, the Committee is currently in the process of analysing 8 schemes applying for EA MLA coverage. Overall, there are 13 such applications that should be processed by the HHC in coordination with the technical committees.

The next meeting will be held in Istanbul on 29-30 March 2011.

The Inspection Committee

The last IC meeting took place on 1 October 2010 near Copenhagen, Denmark.

Discussions focussed on the **role of IBs as notified bodies** (NBs). Regarding the mapping between standards and directive modules, it was agreed that the less different standards are recommended and used for one module, the better it is. Indeed the perfect standard does not exist. But alternatives should be reduced to minimise confusion.

Though there will be other inputs, EA has to elaborate on its own opinion as an input to the European Commission's view. The IC Chair, Norbert Müller (BMWFJ), also intends to invite representatives of Directive Networks to IC meetings in future.

The IC decided to arrange a multi-group workshop at the next meeting in order to examine every detail of the **need for ABs to offer flexible scopes** since the non-provision of accreditation of flexible scopes could be one case of exception to the cross-border accreditation regime as mentioned in Article 7.1.b of Regulation (EC) 765/2008. This workshop will also deal with the real meaning and extent of "risk assessment".

Concerning the current **revision of ISO/IEC 17020**, the need for an exhaustive checking of the forthcoming DIS as a fruitful input to have a good standard for the coming years was strongly supported by the committee. IC members will be commenting on it as soon as it is available in January 2011. The IC Chair planned to arrange a training event on the new standard once it is implemented in 2012.

The next IC meeting will be held on 24 February 2011 in Amsterdam, Netherlands.

The Certification Committee

The last CC meeting took place on 29 and 30 September 2010 near Copenhagen, Denmark. Discussions focussed on the implications of Regulation (EC) 765/2008, sector schemes and training needs.

Regarding **EA-2/15: EA Requirements for the Accreditation of Flexible Scopes**, a TFG has been set up to collect examples of scopes and investigate the need for harmonisation and drafting a guidance on scope accreditation. Only product certification is concerned for the time being. The outcome expected at the next CC meeting in February 2011 will be forwarded to the HHC.

Regarding **directive modules and applicable standards**, the CC Chair (like the IC Chair) expected to include one representative of his committee into the HHC TFG in charge of defining an EA opinion. In the meantime, he asked members to contact their HHC representative within their NAB to express any concern about the proposed mapping.

Sector schemes applying for EA acceptance are now identified and followed-up by a single status list (relevant for all committees) coordinated and updated by the Secretariat.

The CC voiced the concern that EA is not able to check **international sector schemes** at the European level, and urged IAF to develop some process for examining and implementing sector schemes. Moreover requirements applicable in Europe and the rest of the world are not the same.

Concerning the **implementation of EA-6/02**: *EA Guidelines on the Use of EN 45 011 and ISO/IEC 17021 for Certification to EN ISO 3834* meant to establish the basis for harmonisation of the assessment of welding fabricators against ISO 3834 under accredited certification by EA Members consistent with the expectations of EWF: due to the complexity of this document and the disparity of its application throughout Europe, Tim Jessop, President of the European Welding Foundation and co-convenor for EA-6/02, attended the meeting to propose immediate actions designed to raise the level of awareness and understanding of the document amongst AB representatives. At first, he invited CC members to participate in a guidance and assistance workshop on 2 December 2010 in UKAS. It is then intended to establish a technical support mechanism via relevant experts and welding professionals from the EWF network coming from different European countries. Ultimately some guidance on EA-6/02 could be made available on the EA web pages for member ABs.

The CC agreed to keep *Green House Gas* and EMS as separately-convened issues within the CC WG Environment, stressing that much development is soon expected in GHG verification.

The CC also proposed to start a new work item for developing *guidance on witnessing practices for management system certification,* focussing on QMS and EMS (the Food Safety Management Systems being already covered by EA-3/11).

It was agreed to undertake two *training activities in 2011* for NABs regarding the harmonized implementation of accreditation standards, for the new ISO/IEC 17021 another ISO/IEC 14065 respectively.

The next CC meeting will be held on 22 and 23 February 2011 in Amsterdam, Netherlands.

The Laboratory Committee

The Laboratory Committee held its last meeting in Sofia on 15-16 September. Altogether 48 delegates attended the meeting. The LC management group met also, first before and then after the committee meeting. The management group consists of the convenors of the 3 working groups and 5 technical networks.

Elections
The Committee elected Cecilie Laake, NA (Norway) to be the Vice Chair.
Rolf Straub SAS (Switzerland) was appointed convenor of WG Health Care and Tuija
Sinervo, FINAS (Finland) as co-convenor.

ILC activity
The WG on ILC in Testing presented a work program for 2011, which was endorsed. The WG has been very active. It evaluated the results from 12 ILCs; five new ILCs have been launched:
- calorific value (fuel testing)
- microbiology (drinking water)
- sensory testing (food)
- ultrasonic testing
- metallography (NDT/materials testing).

A table of learning points has been published and circulated to all LC members. Cooperation with some new PT providers has been established.

The WG on ILC in Calibration presented a 5-years work program, which was endorsed. The first invitations have been sent out in September.
The management group noted that there is a need to make available the work both within EA and to the stakeholders and accredited laboratories. The GA has decided that the ILCs in calibration are mandatory. This is not as clear in testing as it is in calibration. The status of APLAC ILCs and how ABs should promote them has not been agreed on yet.

The Technical Networks
There has been activity in all 5 technical networks and the LC is very happy with this new development and way of working. Natalija Jovicic Zaric, ATS (Serbia) was nominated as new convenor for the TN Mechanical/Electrical. A new convenor will be nominated to replace Rolf Straub for TN Forensic, due to the heavy burden put on the Convenor by the developments in WG Health Care. A number of surveys were conducted within the TNs whose results are published on the LC intranet and requests for technical assessors were called for in the TNs.

The Task Force Groups
The TFG for accreditation of PTs (Martina Bednarova, CAI, Czech Republic) presented an approach to accreditation against ISO/IEC 17043. The summary will be sent out for comments and use as guidance to ABs. The presentation is in line with the ILAC corresponding work.

A TFG for RMP accreditation was established. The contact person is Erik Ohlenschlaeger from DANAK.

The TFG for LC-owned document presented an update on progress with review of the LC documents. ILAC G18 (Scopes) has been approved and has an effect on revision of EA 2/05 "The Scope of Accreditation and Consideration of Methods and Criteria for the Assessment of the Scope in testing". It has been agreed to start a new work item to investigate the need for revision of EA 2/05 to align it with ILAC G18. The point of flexible and fixed scopes will also be addressed.

A TFG for the evaluation and review of the existing EA documents on assessor training was established with members from HAA (Croatia), ISRAC (Israel), SWEDAC (Sweden) and FINAS (Finland).

Cooperation with stakeholders
The LC is happy to count a number of active stakeholders. Many of these organisations have developed valuable technical documents which have been circulated in EA; comments received have been taken on board. The status of EA advisory documents needs to be reviewed and some principles developed for the updating and promotion of stakeholder documents.

The next LC meeting will take place in Paris on 9-10 March 2011.

Communications & Publications Committee

EA-1/08 Multi and Bilateral agreements signatories and EA-1/16 Statement of equivalence - Enhancing visibility of accredited results

In its current version, EA-1/08 gives the list of signatories to the EA Multi and Bilateral agreements. The objective is to change the document into a brochure for the promotion of the EA MLA. In parallel, the Committee is elaborating on a template of a *statement of equivalence* to be used by EA members and MLA signatories to state and promote equivalence of accreditation under the EA MLA. This is expected to enhance transparency but also consistency of the communication about accreditation and the MLA on the market, in response to an expectation of the EA Advisory Board.
Clear and consistent information to the Regulators is also much needed now that, according to Regulation 765/2008 national authorities shall accept results issued by CABs accredited by any of the MLA signatories as equivalent. This is why it was decided to prepare a specific promotional brochure for Regulators.

Still with a view to enhance transparency and consistency of information on the market, CPC will review EA-3/01 Conditions for use of accreditation symbols and reference to MLA signatory status to reflect the recommendations supported by the Executive Committee that:
1. A statement about equivalence of accreditation should appear on accreditation certificates;
2. Accreditation certificates should be issued in several languages, at least in a bilingual English/vernacular language version;

This will be supported by the work undertaken in HHC and the technical committees to harmonise the contents of accreditation certificates. CPC decided to collect and review examples of layout at its meeting in April 2011.

EA-1/14 Procedure for the development and approval of EA documents and the adoption of ILAC/IAF documents
The procedure has just been approved. It provides a process for endorsement by EA of ILAC/IAF documents and gives the Committees flexibility in defining a proposed process for the development of a particular document, subject to the GA approval.

CPC conducted a **benchmarking survey on EA Members communications with National regulators** for the second time after publication of the corresponding Best Practice Guide. The results show that communication has improved and that, in general Members managed to establish strong channels for communication with their national authorities. The CPC members recognised that the responses to the questionnaire gave a lot of valuable information for use at national level.

New projects
The Committee supported that
1. EA should publish an *annual report* based on the template used by IAF which focuses on the IAF MLA. A recommendation will be put forward to the EX for consideration.
2. EA should publish an *online newsletter*, following a recommendation from the ILAC MCC and IAF CMC. The proposal is to use a specific IT tool. An editorial plan will need to be set out to plan and coordinate related activities between CPC, the Secretariat and the other EA Committees.

Communication Plan 2011-2015
The Committee will prepare a Communication Plan based on the EA Strategy to be endorsed in November 2010. In particular, the work on an EA corporate identity will be able to be completed and will be implemented in the future communication policy of EA.
As identified at the last CPC meeting, discussions will also have to focus on EA's internal communication processes. Coordination within EA but also with ILAC/IAF should improve to share results of surveys for instance avoiding potential duplication of activities.

Sharing experience
It has become a well established practice in the meetings: CPC members report on communication projects undertaken at national level. It is how members of the CPC can discover the videos or sectoral brochures developed by the ABs. At the last meeting the Committee was informed about a project of a co-production of a program to be broadcasted on the radio to explain and promote accreditation to the general public.

Last but not least, a tradition is being borne in CPC. "*Accreditation Art*" is a brand new program that is developing in CPC: at each meeting, a masterpiece is presented to the group. An original and valuable way to enhance accreditation attraction and visibility which one will soon be able to discover through the photos of the first pieces of EA's Accreditation Art programme to be published on the EA's website…

The next CPC meeting will take place in Stockholm on 6-7 April 2011.

EA Secretariat, 12 October 2010

IAAC

Inter American Accreditation Cooperation

IAAC Report

This report includes IAAC activities from January 2010 to September 2010.

IAAC Membership
IAAC currently has a total of 41 members from 23 countries in the Americas. 23 are full members, 7 are associate members and 11 are stakeholders.

No new IAAC members were accepted during this term.

The Coordenação Geral de Acreditação / Instituto Nacional de Metrología, Normalização e Qualidade Industrial (Cgcre/Inmetro), of Brazil, changed its name to Coordenação Geral de Acreditação (Cgcre).

IAAC MLA scope extension

Currently, IAAC is a Regional Cooperation Body signatory of the ILAC MRA with a scope in Testing and Calibration Laboratories and a signatory of the IAF MLA with a scope in QMS.

IAAC has started operating MLAs for the scopes of EMS Certification Bodies, Product Certification Bodies and Inspection Bodies.

IAAC has submitted an application to extend its IAF MLA for the scopes of accreditation of EMS Certification Bodies, Product Certification Bodies and for Inspection Bodies.

The ILAC-IAF evaluation team leader performed an evaluation of the IAAC MLA Group, and the MLA Committee, on August 29-30, 2009 and evaluated the IAAC Secretariat on September 1-2, 2009, in Costa Rica. The IAF-ILAC evaluation team has also witnessed several IAAC evaluations in 2009.

IAAC has implemented corrective actions to close the resulting findings and is in the process of submitting its responses to the IAF-ILAC evaluation team for review.

New Signatories of IAAC MLA

- A2LA of the United States, was accepted as a signatory to the IAAC MLA for Inspection Bodies (ISO/IEC 17020), and Product Certification Bodies (ISO/IEC Guide 65), as of August 22, 2010.
- AIHA-LAP of the United States, was accepted as a signatory to the IAAC MLA for Testing Laboratories (ISO/IEC 17025), as of August 22, 2010.
- OUA of Uruguay was accepted as a signatory to the IAAC MLA for Testing Laboratories (ISO/IEC 17025) , as of August 22, 2010.
- INN of Chile was accepted as a signatory to the IAAC MLA for calibration and testing laboratories (ISO/IEC 17025), including medical/clinical laboratories (ISO 15189) as of March 22, 2010.
- ECA of Costa Rica was accepted as a signatory to the IAAC MLA for calibration laboratories (ISO/IEC 17025), as of March 22, 2010.
- FQS of the United States was accepted as a signatory to the IAAC MLA for the scope of Testing Laboratories (ISO/IEC 17025), as of March 22, 2010.

Inter American Accreditation Cooperation

- EMA of Mexico was accepted as a signatory to the IAAC MLA for Inspection Bodies (ISO/IEC 17020), as of March 22, 2010, (ema will sign the IAAC MLA for this scope when there is a minimum of 3 signatories).

Signatories of the IAAC MLA

The IAAC MLA Group currently has a total of 16 signatory members under the following scopes:

For Testing Laboratories (15)
Argentina - OAA (Including Medical/Clinical Labs - ISO 15189)
Brazil - Cgcre
Canada - SCC (Including Medical/Clinical Labs - ISO 15189)
Costa Rica - ECA
Chile – INN (Including Medical/Clinical Labs - ISO 15189)
Cuba - ONARC
Guatemala – OGA (Including Medical/Clinical Labs - ISO 15189)
Mexico - ema (Including Medical/Clinical Labs - ISO 15189)
Uruguay - OUA
USA - A2LA (Including Medical/Clinical Labs - ISO 15189)
USA – AIHA-LAP
USA – ANSI-ASQ National Accreditation Board Dba ACLASS
USA - ASCLD-LAB
USA - FQS
USA – NVLAP

For Calibration Laboratories (10)
Argentina - OAA
Brazil - Cgcre
Canada - SCC
Costa Rica - ECA
Chile – INN
Cuba - ONARC
Mexico - ema
USA - A2LA
USA – ANSI-ASQ National Accreditation Board Dba ACLASS
USA – NVLAP

For Quality Management Systems Certification Bodies (6)
Argentina - OAA
Brazil - Cgcre
Canada - SCC
Mexico - ema
Peru - INDECOPI/SNA
USA – ANSI-ASQ National Accreditation Board Dba ANAB

For Environmental Management Systems Certification Bodies (5)
Argentina - OAA
Brazil - Cgcre
Canada - SCC
Mexico - ema
USA – ANSI-ASQ National Accreditation Board Dba ANAB

For Product Certification Bodies (5)
Argentina - OAA
Brazil - Cgcre
Canada - SCC
Mexico - ema
USA - A2LA

For Inspection Bodies (2)
Mexico - ema
USA - A2LA
(Both will sign the MLA when 1 other AB is approved as a signatory for this scope)

IAAC Officers
During its past meeting, IAAC held elections for several positions within the Cooperation. The current list of IAAC officers is as follows:
IAAC Chair, Beatriz Garcia of OAA (Argentina)
IAAC Vice-Chair, Ileana Martinez of NVLAP (USA)
IAAC Treasurer, Don Wyckoff of ASCLD-LAB (USA)
MLA Committee Chair, Mauricio Soares of Cgcre (Brazil)
MLA Committee Vice-Chair, Alexander Pineda of OGA (Guatemala)
Technical Committee Chair, Johanna Acuña of ECA (Costa Rica)
Technical Committee Vice Chair, Peter Unger of A2LA (USA)
Laboratories Subcommittee Chair, Barbara Belzer of NVLAP (USA)
Laboratories Subcommittee Vice Chair, Julia Sancricca of OAA (Argentina)
Certification Bodies Subcommittee Chair, Ignacio Guerreiro of OAA (Argentina)
Certification Bodies Subcommittee Vice-Chair, Steve Cross of SCC (Canada)
Inspection Bodies Subcommittee Chair, Eduardo Ceballos of INN (Chile)
Inspection Bodies Subcommittee Vice-Chair, Sergio Hurtado of ema (Mexico)
Management Committee Chair, Elizabeth Tejeda of ema (Mexico)
Management Committee Vice-Chair, Cynthia Jimenez of ECA (Costa Rica)
Training Subcommittee Chair, Andrea Jimenez of ema (Mexico)
Training Subcommittee Vice-Chair, Carlos Caycedo of ONAC (Colombia)
Promotions Subcommittee Chair, Sandra Saraiva of Cgcre (Brazil)
Promotions Subcommittee Vice-Chair, Nancy Cordoba of ECA (Costa Rica)
Documentation Subcommittee Chair, Maria Miranda of ONARC (Cuba)
Documentation Subcommittee Vice-Chair, Liliane Somma of OUA (Uruguay)

Training
IAAC has an extensive training program. The following is a list of training activities for 2010:

> • Peer evaluator training workshop for experienced evaluators was held in Rio de Janeiro, Brazil on August 20, 2010. The workshop was sponsored by OAS.

> • Workshop on Accreditation Best Practices was held in Asuncion, Paraguay in June 14-16, 2010. The workshop was sponsored by PTB of Germany.

> • Workshop on ISO/IEC 17024 was held in Guatemala City, Guatemala, in March 9-10, 2010. The workshop was sponsored by OAS.

• Workshop on Analysis of Proficiency Testing results was held in Quito, Ecuador, in March 2010. The workshop was sponsored by PTB of Germany.

IAAC Proficiency Testing programs

IAAC T007 Proficiency Test for Powdered Milk
An IAAC regional proficiency testing program on powdered milk is being organized by INTI and OAA of Argentina and will be starting soon. Invitations will be sent to IAAC, APLAC and SADCA members.

IAAC T006 Proficiency Test for Sugar Analysis
An IAAC regional proficiency testing program on sugar analysis is being organized by OGA of Guatemala and will be starting soon. Invitations will be sent to IAAC, APLAC and SADCA members.

IAAC T005 Proficiency Test for Preservatives in Non-alcoholic Beverages
An IAAC regional proficiency testing program on preservatives analysis in non alcoholic beverages is being organized by OAA/INTI of Argentina. The program began in March 2010. Samples have been sent to IAAC, APLAC and SADCA participants.

IAAC T004 Proficiency Test for Wine
An IAAC regional proficiency testing program on wine analysis was carried out by DTA-IBMETRO of Bolivia. This program began in April 2009 and concluded in March 2010. Laboratories from 12 IAAC members participated, as well as laboratories of 4 APLAC members, and 1 SADCA member. The final report is available at the IAAC website.

Cooperation with International and Regional Organizations

Cooperation with IAF:
Ileana Martínez, IAAC Vice-Chair, attended the IAF Executive Committee meetings in Mexico City, in June 2010.

Beatriz García, IAAC Chair, became a member of the IAF Executive Committee, and attended the IAF Executive Committee meetings in Paris, in March 2010.

Randy Dougherty, IAF Chair, attended the attended the IAAC General Assembly meetings held in Rio de Janeiro, in August 2010 and the IAAC Executive Committee meetings held in Montevideo, Uruguay, in March 2010.

At the request of IAF, IAAC will provide 2 regional peer evaluators (team members) for the evaluation of PAC in 2010/2011, and IAAC will also provide a regional evaluator for the evaluation of EA in 2010/2011.

Cooperation with ILAC:
Ileana Martínez, IAAC Vice-Chair, attended the ILAC Executive Committee meetings in Mexico City, in June 2010.

Beatriz García, IAAC Chair, attended the ILAC Executive Committee meetings in Paris, in March 2010.

Inter American Accreditation Cooperation

Peter Unger, ILAC Vice-Chair, attended the IAAC General Assembly meetings held in Rio de Janeiro, in August 2010, and the IAAC Executive Committee meetings held in Montevideo, Uruguay, in March 2010.

At the request of ILAC, IAAC provided a regional evaluator for the evaluation of APLAC.

Cooperation with PAC:
Fabian Hernandez of ema, Mexico, attended the PAC MLA Committee meeting as the IAAC representative during the PAC Plenary held in Wellington, New Zealand, in June 2010.

Shinichi Iguchi, PAC MLA Chair, attended the IAAC MLA Committee and MLA Group meetings which were held in Montevideo, Uruguay, on March 22, 2010.

Cooperation with APLAC:
Barbara Belzer of NVLAP, USA, will attend as the IAAC representative, the ISO/IEC 17043 course organized by APLAC, to be held in Taiwan in September 2010.

Laboratories of 4 APLAC members and 1 SADCA member participated in the IAAC regional proficiency testing program on wine analysis carried out by DTA-IBMETRO of Bolivia. The PT concluded in March 2010.

APLAC has invited IAAC members to participate in its proficiency testing programs during 2010.

Cooperation with EA:
Graham Talbot, EA Chair, attended the IAAC General Assembly meetings held in Rio de Janeiro, in August 2010.

lleana Martinez of NVLAP, USA, represented IAAC at the EA General Assembly in May 2010.

Cooperation with SADCA and AFRAC:
Victor Gandy, IAAC Secretary, attended the 3rd workshop regarding the creation of the African Regional Accreditation Cooperation (AFRAC), in April 2010; and also attended the launch of AFRAC and its first General Assembly in September 2010, both of which were held in Cairo, Egypt.

Cooperation with SIM:
Daniel Marques of OAA, Argentina, to represent IAAC at the upcoming SIM General Assembly meeting to be held in St. Lucia, in November 2010.

Laboratories of 1 SADCA member participated in the IAAC regional proficiency testing program on wine analysis carried out by DTA-IBMETRO of Bolivia. The PT concluded in March 2010.

Inter American Accreditation Cooperation

Technical Cooperation Projects:

2009-2010 Organization of American States (OAS) Project
IAAC is currently implementing a technical cooperation project with the OAS for accreditation bodies in developing countries within the Americas region.
The project includes the following activities:

- Witnessing of IAAC peer evaluations;
- 2 peer evaluations of ABs;
- Training for 3 peer evaluators;
- 3 technical training courses;
- 1 webinar
- 3 consultancies for developing AB's;
- 3 internships for staff of developing ABs;
- 1 regional seminar on accreditation;
- 2 national seminar programs on accreditation; and
- 2 proficiency testing programs

2010 Physikalisch Technische Bundesanstalt (PTB) Project
IAAC currently has a technical cooperation project with the PTB of Germany.
The project activities for 2010 include:
-Workshops on Good Practices in Accreditation held in Paraguay, in June 2010.
-Workshop on Analysis of PT results held in Quito, Ecuador, in March 2010.
-3 internships for ABs that are developing the IB scheme were held at ema, Mexico, in November 2009 which has an established IB program.
-Training for peer evaluator trainees.
-Support to carry out the international evaluations of IAAC and witnessing of IAAC evaluations.

Improvement of IAAC documents and procedures
The Executive Committee reviewed changes to several IAAC documents in order to improve the functioning of IAAC, including the MLA process and the IAAC Bylaws. IAAC has a new category of mandatory documents which include IAAC, ILAC and IAF mandatory documents for the MLA. The documents may be downloaded from the IAAC website at www.iaac.org.mx

IAAC meetings
- The 15th IAAC General Assembly meetings were held in Rio de Janeiro, Brazil, from August 20-27, 2010.
- The 35th IAAC Executive Committee meetings will be held in Washington, D.C., USA, from February 23-25, 2011.
- The 16th IAAC General Assembly meetings will be held in Quito, Ecuador, from August 20-27, 2011.

IAAC Information and Publications
Information on IAAC members and documents is available at the IAAC website:
www.iaac.org.mx.

SADCA REPORT TO THE APLAC GENERAL ASSEMBLY

DECEMBER 2010

1. SADCA

The 13th SADCA Annual Meeting was held in March this year in Swaziland. Highlights include the SADCA Members re-electing SANAS to continue to host the Secretariat for another three years. The contact details of the Secretariat are appended below. The SADCA Executive Committee (EXCO) is in the process of formalizing SADCA Ordinary Membership. This report covers activities carried out throughout the year towards realising this.

SADCA EXCO

Mrs Masego Marobela	Chair
Mr Othy Kaakunga	SADCAS Chair
Mrs Maureen Mutasa	SADCAS CEO
Mr Robin Gopee	MAURITAS
Mrs Elsabé Steyn	South African Department of Trade & Industry
Ms Anna-Marie Lötter	South African Department of Trade & Industry (Alternate)
Dr Oswald Chinyamakobvu	SADC SQAM Expert (SADC Representative)
Mr Molebatsi Rabolinyane	Department of Standards and Quality Assurance - Lesotho
Mr Ron Josias	Regional Coordinator (Secretariat)
Ms Nonhlanhla Halimana	Project Coordinator (Secretariat)

National Accreditation Focal Points (NAFPs)

Angola	Mr Carmo Dos Santos and Mr Helmir Barbosa
Botswana	Mr Goitseone Seitshiro
Democratic Republic of Congo	Mrs Apauline Feza Matata and Mr Viki Mbuya Kanama
Lesotho	Mr Motjoka Makara
Madagascar	Mr Séraphin Razafimahafaly
Malawi	Mr Isaac Madole Damaziel Chirwa and Mr Lusungu Mwaungulu
Mauritius	Mr Chankar Bheekhun
Mozambique	Ms Guilhermina Nhampulo
Namibia	Mrs Edla Jaanda Maharero
Seychelles	Mrs Amy Quatre
Swaziland	Mr Henson Dlamini and Mrs Sthembiso Sybil Dlamini-Mkonta
Tanzania	Mrs Stella Mrosso
Zambia	Mr Nteema Muzandu
Zimbabwe	Mr Christopher Ngwenya and Mrs Mildred Machiri

The contact details of the SADCA Secretariat are:

Regional Coordinator:	**Project Coordinator:**	**Team Assistant:**
Mr Ron Josias	Ms Nonhlanhla Halimana	Mrs Sarah Ravhudzulo
Telephone: +27 12 394 3764	Telephone: +27 12 394 3788	Telephone: +27 12 394 3788
Fax: +27 12 394 4892	Fax: +27 12 394 4788	Fax: +27 12 394 4788
Email: ronj@sanas.co.za	Email: nonhlanhlah@sanas.co.za	Email : sarahr@sanas.co.za

The website address is: www.sadca.org

2. SADCA PROJECTS

During this year, the main activities focussed on by SADCA were:

i.   The operationalisation of Southern Development Accreditation Service Accreditation Service (SADCAS); and
ii. Activities geared towards establishment of the African Accreditation Cooperation (AFRAC).

2.1 SADCAS

The Southern Development Accreditation Service Accreditation Service (SADCAS) is now ready to process accreditation applications as well as offer training in accreditation related activities. Accreditation services are being provided in partnership with the South African National Accreditation System (SANAS) following the signing of the

SADCAS/SANAS Twinning Partnership Arrangement in December 2009. SANAS and SADCAS have issued a Joint Communiqué to encourage SANAS accredited facilities in the SADC region to move across to SADCAS.

The goal of the Twinning Partnership Arrangement is to help kick start SADCAS' accreditation services with the ultimate goal of ensuring that SADCAS becomes signatory to the International Laboratory accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA) and the International Accreditation Forum (IAF) Multilateral Arrangement (MLA). Therefore through the SADCAS/SANAS Twinning arrangement accreditation services provided will be internationally recognized. To date SADCAS has received applications for accreditation from five (5) NMIs within the SADC region/

2.1.1 Training

The accreditation component of the SADC/EU SQAM project is mainly focused on the development of a pool of accreditation experts in the SADC region who will, upon successful completion and registration, undertake assessments/conduct training on behalf of SADCAS. In 2009 the capacity development program started off with the training of technical experts on the various key accreditation standards i.e. ISO/IEC 17025, ISO/IEC 17020, ISO/IEC 17021, ISO/IEC Guide 65 and ISO 15189. This was then followed by technical assessor courses. Those who successfully completed the technical assessor course proceeded on to the lead assessor course. During these courses 19 experts were identified as potential trainers for SADCAS and were subsequently selected to attend the train the trainer course.

Challenges experienced include amongst others, exposing trainees to practical training in established accreditation bodies in the region.

2.2 AFRICAN ACCREDITATION COOPERATION LAUNCH AND GENERAL ASSEMBLY, 29 – 30 SEPTEMBER 2010 - Cairo, Egypt

The African Cooperation in Accreditation (AFRAC) was launched on 29 September 2010 at the Grand Hyatt Hotel, Cairo, Egypt. The launch was followed by the inaugural General Assembly meeting held on 29 to 30 September 2010 at the same venue. The launch occasion was graced by over 50 dignitaries from African countries, regional trading blocs, diplomats from various countries including the United Kingdom, Sweden and Germany, representatives from Physikalisch – Technische Bundesanstalt (PTB) Germany and the International Laboratory Accreditation Cooperation (ILAC), the European Accreditation (EA), Inter-American Accreditation Cooperation (IAAC), Asia Pacific Laboratory Accreditation Cooperation (APLAC), the US Centre for Disease Control (CDC), African Cooperation in Metrology (AFRIMETS) and the African Organization for Standardization (ARSO). The Egyptian Minister of Trade and Industry His Excellency Rachid Mohammed Rachid was represented by His Excellency Dr Ahmed Darwish, Minister of Administrative Development.

In his speech on behalf of the Minister of Trade and Industry, His Excellency Dr Ahmed Darwish noted the key role that accreditation plays in socio-economic development and welcomed the establishment of AFRAC as a platform upon which Africa can build and develop its accreditation infrastructure. The Minister noted that some African countries' accreditation infrastructures were well developed and encouraged advanced countries to enter into twinning partnership arrangements as a means of enhancing skills transfer and the development of accreditation bodies.

The launch was followed by the inaugural AFRAC General Assembly meeting during which a total of 21 resolutions were adopted. The AFRAC Bylaws were reviewed and approved and the AFRAC trademark (name and logo) was also approved. Mr Hassan Shaarawi (Egyptian Accreditation Council, EGAC) was elected the first chairman of AFRAC whilst Mr Mensan Lawson- Hechelli (Economic Community of West African States, ECOWAS) was elected to the position of Treasurer. The South African National Accreditation System (SANAS) which had been the interim Secretariat was elected to the position of Secretariat. The AFRAC launch received wide coverage in the Egyptian media and television.

AFRAC is currently in the process of identifying suitable candidates to be trained as peer evaluators, as well as identifying an African country in which to register the Cooperation.

AFRAC would like to thank ILAC, EA, IAAC, and APLAC for their invaluable support in the establishment and launching of AFRAC and looks forward to their continued support going forward.

3. SADCA PUBLICATIONS

SADCA has provided regular reports to the newsletters of ILAC, IAAC, EA, APLAC, PAC and the SANAS Communiqué. Various presentations on SADCA and SADCAS were also made at international and regional meetings.

Regular feedback on SADCA and SADCAS activities are provided to the SANAS and NLA Boards.

4. INTERNATIONAL COOPERATION

Cooperation with APLAC

Mr Michael Fraser (APLAC Secretariat) attended the AFRAC Launch and General Assembly held in Cairo in September 2010.

Cooperation with EA

Mr Hanspeter Ischi attended the AFRAC Launch and General Assembly held in Cairo in September 2010 on behalf of EA.

Cooperation with IAF

Masego Marobela (SADCA Chairperson) was not able to attend the IAF Executive Committee meetings held in Mexico City in June 2010.

Cooperation with ILAC

Mr Ron Josias (SADCA Regional Coordinator) attended the ILAC Executive Committee meetings held in Paris in March 2010.

Mr Hanspeter Ischi attended the AFRAC Launch and General Assembly held in Cairo in September 2010 on behalf of ILAC.

Cooperation with IAAC

Mr Victor Gandy (IAAC Secretariat) attended the AFRAC Launch and General Assembly held in Cairo in September 2010 as well as the workshops leading up to these meetings.

5. SQAM AND INTERNATIONAL MEETINGS

DATE		ACTIVITY	LOCATION
October 2010	19-29	ILAC/IAF General Assembly	Shanghai, China
November 2010	11	SQAM Project Steering Committee Meeting	Gaborone, Botswana
November 2010	17	SADCA EXCO Meetings	Pretoria, South Africa
February 2011	16	SADCA EXCO Meetings	TBC
March 2011	21-26	Annual SADC SQAM Meetings	Gaborone, Botswana
September 2011	TBC	AFRAC General Assembly	TBD

REPORT OF THE MEETINGS OF THE ASEAN CONSULTATIVE COMMITTEE FOR STANDARDS AND QUALITY (ACCSQ) WORKING GROUP ON ACCREDITATION AND CONFORMITY ASSESSMENT (WG 2) TO APLAC

The 19th Meeting of WG 2 was held from 28-29th January 2010 in Hanoi, Vietnam attended by representatives from Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Singapore, Thailand and Viet Nam and the ASEAN Secretariat.

The 20th Meeting is to be held from 3-5th November 2010 in Bangkok, Thailand.

Updates on Status of Accreditation and Conformity Assessment System in ASEAN Member States

At the moment, most of 10 ASEAN Member States already have accreditation bodies represent at regional and international organisations (APLAC, PAC, ILAC, IAF). However, three member states including Cambodia, Lao PDR and Myanmar are still in the process of coming up with the establishment of their conformity assessment infrastructure.

Cambodia has considered the option of development of the accreditation contact point. However, it has keen on the option of establishing its own accreditation body. Cambodia sent people to attend training on ISO/IEC 17025 supported by STANDARDS MALAYSIA, and attended the Proficiency Testing Workshop supported by PTB. Cambodia is seeking assistance for attachment training for its lead assessors.

Lao has yet established a certification and accreditation body. At the moment, the Food and Drug Quality Centre had been agreed to become a Product Certification Body under the Ministry of Health.

There is not yet a significant development of Myanmar in the terms of accreditation development.

Promotion of Recognition and Acceptance of Accredited Test Reports and Certificates among Asean Regulatory Bodies

WG2 encourages its members to have dialogs with regulators in their Member States to get a greater acceptance of regulators to accredited test reports and certificates. The progress on this matter is monitored by WG2 at its each meeting.

The latest update of the regulator recognitions to accredited test reports and certificates in each member states can be checked with ASEAN Secretariat or WG2 members.

ASEAN Conformity Mark

This is still in the process of development. It is realized that there is a lot of issues to be addressed to make the ASEAN Conformity Mark to be realistic. It makes more hard work, given a diversified legal system and a different approach of conformity assessment procedure running for a specific product sector at each member states at the moment. Not least to say, there is still a lack of a common legal system in ASEAN for product liabilities that is a must

for the development of a possible conformity mark in the Region. However, it should be emphasized that the political wills from the ASEAN Member States are very high.

It is also noted that a recent survey conducted by WG2 on the issue suggested that though at the moment there are 11 priorities product sector in ASEAN, there are views that many in those sectors could not be suitable to use the mark.

Technical Assistance and Capacity Building Projects – Cooperation with Dialogue Partners

 ASEAN ACCSQ hold frequent dialogs with its partners including China, Japan, Republic of Korea, EU, USA, Australia and New Zealand in terms of facilitating trades between ASEAN and its Partners.

Over the past years, WG2 has received a lot of supports from PTB and EU under projects relating to capacity building of accreditation and conformity assessment.

To avoid duplication of efforts and ensure effective coordination between partners, WG2 suggested priorities areas for major partners (EU, US and PTB) to support for the technical assistance and capacity building for the accreditation and conformity assessment in ASEAN.

One of our priorities at the moment is to find the way to support for three Member States-Cambodia, Laos PDR and Myanmar. The Dialog Partners, Donors Agency and potential organisations should pay attention on this for those countries. Specific areas suggested for support are:

- Giving or supporting for the training on understanding and application of ISO/IEC 17011
- Giving financial support so they can send people to participate in customized attachment trainings in other ASEAN Member States.
- Support for the delegates from those countries to attend the regional accreditation meetings

Cooperation with APLAC
WG 2 continue to provide updates to the APLAC on its activities while also keeping updated on the APLAC activities.

Next meeting
The 20th WG 2 meeting is to be held in Bangkok, Thailand from 3-5 in November 2010.

Report submitted by
Chair of WG2- *Mr. Vu Xuan Thuy*
Date: 30 October 2010

Agenda Item 12.7

African Accreditation Cooperation

APLAC was invited and accepted the offer to attend the launch of the African Accreditation Cooperation (AFRAC) and the first General Assembly meeting from 29 to 30 September 2010 at the Grand Hyatt Hotel, Cairo, Egypt. The launch was attended by over 50 dignitaries from African countries, regional trading blocs, diplomats from various countries and a variety of regional bodies.

The Egyptian Minister of Trade and Industry His Excellency Rachid Mohammed Rachid was represented by His Excellency Dr Ahmed Darwish, Minister of Administrative Development. In his speech Dr Darwish noted the key role that accreditation plays in socio-economic development and welcomed the establishment of AFRAC as a platform upon which Africa can build and develop its accreditation infrastructure.

The first AFRAC General Assembly was held immediately following the launch. At the General Assembly the AFRAC Bylaws were reviewed and approved and the AFRAC trademark (name and logo) was also approved. A total of 21 resolutions were adopted. A copy of the resolutions is attached for reference and is given in agenda_item_12_7b: Click here

- Mr Hassan Shaarawi (Egyptian Accreditation Council, EGAC) was elected the first Chairman of AFRAC.

- Mr Mensan Lawson - Hechelli (Economic Community of West African States, ECOWAS) was elected to the position of Treasurer.

- The South African National Accreditation System (SANAS) which had been the interim Secretariat was elected to the position of Secretariat.

The Egyptian media and television covered the AFRAC launch.

**1ST AFRAC GENERAL ASSEMBLY MEETING HELD FROM
29 – 30 SEPTEMBER 2010, AT THE GRAND HYATT HOTEL, CAIRO, EGYPT
MEETING RESOLUTIONS**

AFRAC GA RESOLUTION 1/2010
AFRAC requested the interim-Secretariat (SANAS) and host (EGAC) to prepare and circulate to Members present a press statement on the launch of AFRAC for publicity purposes.

AFRAC GA RESOLUTION 2/2010
AFRAC approved the Bylaws effective 30 September 2010.

AFRAC GA RESOLUTION 3/2010
AFRAC approved the AFRAC trademark (name and logo) and requested the Launch and Logo Working Group to explore its registration.

AFRAC GA RESOLUTION 4/2010
AFRAC elected Mr Hassan Shaarawi (EGAC) to the position of Chairperson of AFRAC for a term of office in accordance with the Bylaws.

AFRAC GA RESOLUTION 5/2010
AFRAC resolved to defer the election of the position of Vice-Chairperson.

AFRAC GA RESOLUTION 6/2010
AFRAC elected SANAS to host the Secretariat for a term of office in accordance with the Bylaws.

AFRAC GA RESOLUTION 7/2010
AFRAC elected Mr Mensan Lawson-Hechelli (ECOWAS) to the position of Treasurer for a term of office in accordance with the Bylaws.

AFRAC GA RESOLUTION 8/2010
AFRAC wishes to express its appreciation to PTB of Germany for its support in the establishment and launch of AFRAC and looks forward to their continued support.

AFRAC GA RESOLUTION 9/2010
AFRAC wishes to express its appreciation to the South African Department of Trade and Industry **(the dti)** for the support given to SANAS for having been the interim-AFRAC Secretariat.

AFRAC GA RESOLUTION 10/2010
AFRAC wishes to express its appreciation to IAAC for its support and contribution during the establishment and launch of AFRAC and looks forward to their continued support.

AFRAC GA RESOLUTION 11/2010
AFRAC wishes to express its appreciation to APLAC for its contribution during the Launch and General Assembly Meeting of AFRAC and looks forward to their continued support.

AFRAC GA RESOLUTION 12/2010
AFRAC wishes to express its appreciation to ILAC for its contribution during the Launch and General Assembly Meeting of AFRAC and looks forward to their continued support.

AFRAC GA RESOLUTION 13/2010
AFRAC wishes to express its appreciation to EA for its contribution during the Launch and General Assembly Meeting of AFRAC and looks forward to their continued support.

AFRAC GA RESOLUTION 14/2010
AFRAC wishes to express its appreciation to ARSO for its contribution during the Launch and General Assembly Meeting of AFRAC and looks forward to their continued support.

AFRAC GA RESOLUTION 15/2010
AFRAC wishes to express its appreciation to CDC USA for its contribution during the Launch and General Assembly Meeting of AFRAC and looks forward to their continued support.

AFRAC GA RESOLUTION 16/2010
AFRAC wishes to express its appreciation to EGAC (Egypt) for hosting the launch and first General Assembly of AFRAC, for the excellent arrangements, hospitality.

AFRAC GA RESOLUTION 17/2010
AFRAC notes with appreciation the support of the Egyptian government during the establishment and launch of AFRAC by H.E Dr Ahmed Darwish, Minister of Administrative Development, on behalf of H.E Rachid Mohamed Rachid, Minister of Trade and Industry.

Agenda Item 13

Other Specialist Regional Bodies (SRBs)

Members are asked to note the reports from the SRBs and raise any matters arising. The annual meeting of the APEC SRB Forum (currently co-chaired by APLAC and PAC) will be held in the margins of SCSC I in Washington DC in February 2011. The SRB strategic plan will be reviewed and updated during the meeting.

13.1   Asia-Pacific Legal Metrology Forum (APLMF)

A report from APLMF is given in agenda_item_13_1a: Click here

13.2   Asia-Pacific Metrology Program (APMP)

A report from APMP is given in agenda_item_13_2a: Click here The APLAC Chair and Secretary met with the APMP Chair and Secretary in Hong Kong, China on 8 November 2010. The discussions centred around how to improve the cooperation between APMP and APLAC. The possibilities of joint training, interaction on a technical level and future PT programs were discussed. The proposed changes to the existing MOU were discussed and it was hoped the MOU could be re-signed out of session by exchange of correspondence.

13.3   Pacific Accreditation Cooperation (PAC)

A report from PAC is given in agenda_item_13_3a: Click here Michael Fraser attended the PAC Plenary week in Wellington, New Zealand in June and found the meetings most beneficial.

The APLAC Chair, MRA Council Chair, and Secretary met with the PAC Chair, MLA Management Committee and MLA Group Chair and Secretary, in the margins of IAF/ILAC 2010 in Shanghai in October 2010.

It is pleasing to again have the PAC Secretary, Ms Belinda Mort, in attendance at APLAC 2010.

13.4   Pacific Area Standards Congress (PASC)

A report from PASC is given in agenda_item_13_4a: Click here

 ASIA-PACIFIC LEGAL METROLOGY FORUM

Asia-Pacific Legal Metrology Forum Report to APLAC GA meeting

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Introduction

Asia-Pacific Legal Metrology forum (APLMF) aims to harmonize measurement legislative system in the Asia-Pacific region. The forum and member economies make efforts to achieve confidence in metrological control under legislation and consequently reduce friction and transaction costs in trade, through such programs as technical training, test procedures comparison, metrological standard development and other infrastructure projects. The forum membership now comprises twenty full members and six corresponding members.

The forum programs shall support mutual recognition arrangement among region economies to accept each other's data of trade measurements and test results concerning utility metering and regulatory standard those should be used to demonstrate their compliance with international treaty obligations with reliable measurements.

APLMF has worked closely with the APEC-SCSC and relating SRBs as APLAC, APMP, PAC, PASC, BIML and other regional legal metrology organizations to develop structures for international harmonization of trade and legal measurements. Actual activities have been done in Working Groups settled in the APLMF with assistance of the secretariat.

President and Secretariat

At the 14th APLMF meeting in October 18-20, 2007, Zhouzhuang P.R.China, Mr.Pu Changcheng, the Deputy Minister of the General Administration of Quality Supervision, Inspection and Quarantine (AQSIQ) of the People's Republic of China assume the new President. The Secretariat is located at Metrology Department, AQSIQ.

President: Mr. PU ChangCheng

APLMF Secretariat:

Ms. ZHENG Huaxin, Secretary

Dr. ZHANG Chao, Secretary

Mr. GUO Su, Secretary

Membership of the APLMF

All the APEC members are nominated as the APLMF members. At present, there are 26 member economies composed of 20 full members; Australia, Cambodia, Canada, PR China, Hong Kong, China, Indonesia, Japan, DPR Korea, Rep. Korea, Malaysia, Mongolia, New Zealand, Papua New Guinea, Philippines, Russia, Singapore, Chinese Taipei, Thailand, USA and Viet Nam, and 6 corresponding members; Brunei Darussalam, Chile, Colombia, Lao PDR, Mexico and Peru.

Working Groups

Actual activities of APLMF have been done in Working Groups (WGs) settled in the forum. The WGs undertake specific tasks, and have clearly defined terms of reference. Presently, there are following seven WGs.

1. WG on Training Coordination chaired by Australia(Mrs. Marian Haire)
2. WG on Goods Packed by Measure chaired by New Zealand(Mr. Brian Waltham)
3. WG on Utility Meters chaired by Canada(Mr. Gilles Vinet)
4. WG on Mutual Recognition Arrangements chaired by USA(Dr. Charles Ehrlich)
5. WG on Medical Measurements chaired by Chinese Taipei(Dr. Jay-San Chen)
6. WG on Quality Measurement of Agricultural Products chaired by Japan(Dr. Tsuyoshi Matsumoto)
7. WG on Metrological Control System chaired by P.R.China(Mr. Yang Youtao)

APLMF Annual meeting

- 17th APLMF meetings
Hosted by the Measurement Canada, the 17th APLMF forum meeting was held from Sept. 13 through 16 , 2010 in Victoria, BC, Canada. The suite of meetings encompassed the meeting of the APLMF Executive Committee, WG Chairs meeting, WG Meetings, and the APLMF Forum meeting.

In all, over 50 participants from 15 member economies, as well as invited guests from BIML, APLAC and AFRIMET attended the meeting.

- 18th APLMF meeting
The 18th meeting will be held Sept. 2011, Republic of Korea. The exact date and venue are to be determined.

APEC/APLMF Seminars and Training Courses in Legal Metrology

Training courses/workshops implemented in 2010 are listed in the **Table 1**. These training courses/workshop aim to promote capacity building concerning measurement instrumentation and application techniques in legal metrology, especially for developing economies among APEC region. The handbook of the outcomes after completion of every training/Seminar program will be published and sent to APEC Secretariat and member economies.

Table 1. Workshop and Training Courses Conducted in 2010

Activity title	Duration	Host	Source of Trainers	Timing
Training Course on Gas meter	4 days	China	Canada	April 2010
Train the trainer course on Non-automatic weighing instrument	4 days	Indonesia	Australia and China	June 2010
Training Course on Mass flow meters	4 days	Singapore	The Netherlands	July 2010
Workshop on testing software controlled Measuring instruments	4 days	Thailand	Member Economies, Germany	August 2010

Other important activities

- APLMF President Mr. PU Changcheng Chaired the OIML Regional Legal Metrology Organizations (RLMO) Round table Sept. 2010 in Orlando, USA.
- APLMF Secretariat attended annually APEC SRBs Forum meeting March, 2010 in Hiroshima, Japan.
- APLMF and APMP have initiated the discussion on the further cooperation in metrology field by holding meetings May and October, 2010in Beijing, China, respectively.

Information service, circulars and website

APLMF Circulars have been published every three months. The APLMF website (http://www.aplmf.org) has been ordinarily updated and uploaded especially with documents and outcomes of trainings and seminars that are useful for the members. The information transfer to members is one of the main tasks of the secretariat, and the web site is a strong tool for this purpose.

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APMP Report to APLAC, 2010

1. The role of APMP in supporting APEC objectives

Metrology ensures accurate, traceable and reliable measurements. The demands on metrology are steadily growing now and more if in a long perspective. The driving force behind is not only a fast innovation of traditional sectors, but also a fast growth of new areas, like nanotechnology, biotechnology and new energy. The breakthrough in some key technologies of these industries depends on precise, reliable and comparable measurements.

The Asia Pacific Metrology Programme (APMP) is
* a grouping of National Metrology Institutes (NMIs) from the Asia Pacific region engaged in improving regional metrological capability through the sharing of expertise and exchange of technical services among Member laboratories;
* a Regional Metrology Organization (RMO) recognized by the International Committee for Weights and Measures (CIPM) for the purpose of worldwide mutual recognition of measurement standards and of calibration and measurement certificates;

APMP mission is to promote and support a measurement infrastructure in the Asia Pacific region that facilitates international trade, improves industrial efficiency and competitiveness, ensures equity in the marketplace, and enhances the quality of life and the environment.

2. Activities in relevance to the SCSC since the SCSC I meeting

2.1   APMP's participation in the APEC FSCF PTIN Expert Working Group meeting

On behalf of APMP and the APEC Specialist Regional Bodies (SRBs), Dr Della Sin, Chair of the APMP Technical Committee for Metrology in Chemistry (TCQM) and Mr Stewart Jones of NMI, Australia, attended the APEC FSCF PTIN Expert Working Group meeting held on 19-20 May in Washington DC. Of the four breakout groups (1: Risk Analysis; 2: Supply Chain Management; 3: Food Safety Incident Management; 4: Laboratory Capacity) into which Workshop participants were divided, both APMP representatives participated in the discussion on Laboratory Capacity, highlighting the roles of APMP and the other SRBs in *building laboratory capacity to carry out appropriate sampling and analysis, and development of associated measurement capabilities appropriately linked to national and international measurement systems.*

Current activities of APMP's TCQM and Developing Economies' Committee (DEC) in

promoting capacity building in the food safety area include:

- APMP TCQM-DEC "Train-the-Trainer" Workshop on Measurement Uncertainty: May 2009, Kathmandu, Nepal.
- In late September 2010, the TCQM and DEC are running a "Train-the-Trainer" Workshop on Method Validation in Kuala Lumpur on 27 September to 1 October, 2010. The Workshop is designed to teach participants largely from APMP developing economies how to train laboratory staff in good method validation techniques.
-
- 2009 APMP TCQM-DEC Proficiency Testing (PT) scheme/pilot study for pesticides in tea, coordinated by the Industrial Technology Institute (ITI) of Sri Lanka. The PT used reference materials prepared by two APMP member metrology institutes, and reference values from a pilot study (APMP.QM-15) organized by the APMP TCQM in 2009. The PT scheme highlighted that method validation was a significant problem for regional laboratories.
- The results of an APEC-coordinated PT program on pesticides in cabbage were discussed at the 19th APEC DEC meeting and the 6th APMP Metrology in Chemistry Workshop in December 2009. It was noted that the APEC PT program was disconnected from APMP activities in this area and APMP TCQM-DEC has proposed to work with APEC PT participants and APLAC to address outcomes of the PTs. One outcome is that the first joint APMP/APLAC study will be conducted in 2010-2011 on heavy metals in food and will use the reference values from a parallel APMP TCQM pilot study. This APMP/APLAC study will also be used to evaluate the success of the APMP Method Validation Workshop being conducted in late September 2010.
- Before the mid-November annual APMP meetings in 2010, the APMP TCQM and DEC will also be re-visiting a survey of APMP member economies focused on identifying the current status of biological metrology activities (including in the area of microbiological measurements) within these economies, issues and needs.

APMP is keen to work with the other APEC SRBs in support of the APEC SCSC, FSCF and PTIN workplans in developing capacity in standards and conformance to address food safety issues.

2.2 Mid-year meetings of APMP, 2010

Mid-year meetings of APMP were held in Philippines from July 3rd to 8th. Activities include an Executive Committee (EC) meeting, a Technical Committee (TC) Chairs meeting, an EC-TCC joint meeting, and a meeting of the Developing Economies' Committee (DEC), and a National Awareness Symposium organized by the Philippine NMI. To have staff at managerial level meet between the annual GA provides them with an opportunity to work on strategic issues.

Main outcomes in relevance to the SCSC are:

- The 1st **APMP NMI Directors Workshop** has been scheduled to be held on 16th November 2010 in association with the 26th APMP GA and related meetings in Thailand. Candidate topics are "Issues of strategic importance to NMIs" and "Opportunities for R&D collaboration". The objective of the Workshop is to provide an interactive closed forum for NMI Directors of member APMP economies where issues of mutual importance both at national and regional levels may be discussed.
- EC will invite **CIPM members** from the region to participate in and gave input to APMP GA and the Directors' Workshop.
- Singapore proposed to establish **ASEAN collaboration in metrology education and training**. As a pilot implementation funded by ASEAN Science Fund (ASF), a training workshop on electrical power and torque measurements is to be organized by NIMT on 11-12 November 2010 before the APMP General Assembly week.
- APMP is in a process of formulating a **Memorandum of Understanding (MoU)** with the Asia Pacific Legal Metrology Forum (APLMF), this will be the second MoU between APMP and other Specialist Regional Bodies (SRBs) of the Asia-pacific region, following the first one reached with APLAC.

3. Forthcoming meetings

The 26th General Assembly and related meetings of APMP will be held on 14th - 20th November 2010 in Pattaya, Thailand. This event is hosted by the National Institute of Metrology, Thailand (NIMT). GA 2010 website http://apmp2010.nimt.or.th provides more information and the access to registration. The registration time is from June 1 to October 15, 2010.

4. Organizational structure of APMP

Executive committee:
- Prof. YU Yadong (NIM, China): APMP Chairperson
- Dr. Duann Jia-Ruey (CMS-ITRI, Chinese Taipei): liaison between EC and TC chairs
- Dr. Yoshio Hino (NMIJ, Japan): liaison between EC and TC chairs
- Dr. Angela Samuel (NMIA, Australia): APEC SCSC, SRBs, DEC
- Dr. Chua Sze Wey (A*STAR, Singapore): APMP Treasurer
- Dr. Kim Myungsoo (KRISS, Korea): liaison between APMP and international organizations

- Dr. A K Bandyopadhyay (NPLI, India): Award Advisory Committee Chair

Secretariat: Ms. Cai Juan (Ada) NIM, China

Technical Committees:
- TCAUV: Dr Takashi Usuda, NMIJ, Japan
- TCEM: Dr Ilya Budovsky, NMIA, Australia
- TCFF: Dr Jiunn-Haur Shaw, CMS/ITRI, Chinese Taipei
- TCL: Ms Siew Leng Tan, A*STAR, Singapore
- TCM: Dr Samyong Woo, KRISS, Korea
- TCPR: Dr Seung Kwan Kim, KRISS, Korea
- TCQM: Dr Della SIN, GL, Hong Kong China
- TCQS: Ms Ajchara Charensook, NIMT, Thailand
- TCRI: Dr Ming-Chen Yuan, INER, Chinese Taipei
- TCT: Dr Juntaro Ishii, NMIJ, Japan
- TCTF: Dr Mizuhiko Hosokawa, NMIJ, Japan
- WGMM: Dr Tetsuya Baba, NMIJ, Japan

DEC:
- Mr Abdul Rashid bin Zainal Abidin, SIRIM Bhd, Malaysia

5. Update of membership status

There is no change in APMP membership status since last SCSC meeting. APMP has 23 full member economies and 5 associate member economies, among which, 16 economies are APEC members.

Australia, Bangladesh, China, Chinese Taipei, Fiji, Hong Kong, India, Indonesia, Japan, Korea, DPR of Korea, Mongolia, Malaysia, Nepal, New Zealand, Pakistan, Papua New Guinea, Philippines, Russia, Singapore, Sri Lanka, Thailand, Vietnam

Some new progress is:
1. National Standards Centre of Brunei Darussalam has expressed their interest in joining APMP; and
2. Kenya Bureau of Standards (KEBS) has applied for Associate Membership of APMP. The application has been approved by APMP EC for vote at this year's GA.

PAC Mission:

To represent the interests of Asia-Pacific economies nationally, regionally and internationally in the area of certification body accreditation and related activities, in support of APEC, IAF and WTO/TBT aims and objectives.

PAC Report to APLAC Annual Meeting December 2010

PAC 17th Plenary: The 17th PAC Plenary meetings were hosted by JAS-ANZ (Australia & New Zealand) in Wellington, New Zealand from 12 to 19 June 2010. More than 80 delegates attended, representing accreditation and certification organizations from 23 individual economies, APEC Specialist Regional Bodies (SRBs), IAF regional group members, stakeholders and other interested parties. PAC thanks JAS-ANZ for their warm hospitality and excellent organization during the week.

Seminar and Open Forum Activities: A highlight of the meetings was the opening ceremony (a traditional Maori Powhiri) followed by a welcome from the Hon Tim Groser New Zealand Minister of Trade. The Seminar that followed highlighted future challenges for accreditation within our region. Various speakers discussed the impacts and benefits of accreditation and certification on the supply chain and the wider impact this has on market access of products and services to new markets. A major concern of all speakers was growth in the number of schemes (both private and regulatory) that producers and manufacturers need to comply with to access markets, and the need for rationalisation of audit and assessment processes.

The afternoon's Open Forum included some lively discussions on integrity assurance within the accreditation and certification communities, with presentations by Anil Jauhri (NABCB), Yoshi Kameyama (JAB) and James Galloway (JAS-ANZ).

Plenary Training Activities: Delegates participated in a number of training events during the Plenary, including a 2-day workshop for Trainee Peer Evaluators, a training course on GLOBALG.A.P. food safety certification program, and a follow up to the very successful February 2010 workshop on organic certification. Practical activities included a technical visit to an organic winery and a carbon-neutral winery, presentations by organic farmers and a Wellington Taxi Cab company that is also carbon neutral. Our thanks go to PTB for co-sponsoring the GLOBALG.A.P. and organic certification sessions and for providing presenters at both sessions.

Current Training Initiatives: An APEC-sponsored course "MLA Readiness Project in Food Safety Management Systems" was held in Indonesia during September, with Ms Jackie Pelham of JAS-ANZ as the presenter. 32) participants from Malaysia, Philippines, Vietnam, Peru, PR China, Thailand, Hong Kong, Indonesia and Chile participated in the five day training course, that concentrated mainly on ISO22000.

Most of the participants were certification body auditors, however several participants had Marketing or Business Development roles, and several others conducted made certification decisions as part of the accredited certification activities. All participants successfully completed an examination at the conclusión of the course and feedback was extremely positive.

Part two of this Project covering ISO/TS 22003 Food Safety Management Systems – Requirements for Bodies providing Audit and Certification of Food Safety Management Systems and aimed at accreditation bodies, was held in Beijing, PR China, in November 2010, with participants representing PR China, Malaysia, Mexico, Peru, Philippines, Russia, Thailand, Vietnam, Sri Lanka and India. The trainer was, once again, Ms Jackie Pelham of JAS-ANZ.

The Japanese Ministry of Environment is sponsoring a PAC "Train the Trainer" course for accreditation bodies and validation & verification bodies for ISO 14065 in Tokyo, from 25 – 30 January inclusive. At the completion of this course participants will be able to provide training within their own economies / organisations on the GHG standard, preparatory to PAC launching its MLA for GHG later in 2011. A working group of interested members has been formed to oversee the training course and the development of the new MLA. Our thanks to JAB for organising and arranging sponsorship for this course.

Communications & Marketing: PAC was very pleased to contribute to the recent joint APLAC / IAAC / PAC Newsletter, coordinated by APLAC, and hopes to coordinate a similar joint publication in the second half of 2011. The next issue of the stand-alone PAC newsletter is expected to be published in the first quarter of 2011.

PAC Membership: PAC currently has a total of 28 members comprised of 26 Full Members and 2 Associate Members. Membership applications from 2 potential Full Members and 3 potential Associate Members are currently being considered.

PAC Elections: Mr Shinichi Iguchi of JAB (Japan) was elected as Chair of PAC at the meetings in Wellington. Other appointments were: Vice Chair – Mr B Venkataraman of NABCB (India); Chair of Technical Committee – Mr Ekanit Romyanon of NSC (Thailand), Chair of PAC MLA Management Committee and MLA Group – Mr Brett Abraham of JAS-ANZ (Australia and New Zealand). The latter two Chairs were also elected to the PAC Executive Committee. Mr Roy Swift of ANSI (USA) and Mr Fabian Hernandez Colotla of ema (Mexico) were elected to the PAC MLAMC with the final vacancy expected to be filled shortly. Fabian was also appointed Vice-Chair of the PAC MLA Group and MLAMC.

Legal Status of PAC: Following the unanimous adoption of the PAC Constitution, fifteen of the oldest PAC members signed an application to incorporate PAC as a not for profit association during the recent PAC annual meetings in Wellington. The documents have been submitted and it is expected that incorporation will be finalized shortly.

PAC MLA Activities: NSC (Thailand) and JAB (Japan) both signed the IAF MLA for Product at the recent meetings in Shanghai. PAC is currently processing 4 further applications to join the Product MLA and one for the EMS MLA.

As well as the planned new MLA for GHG, PAC is preparing to launch new MLAs for FSMS, ISMS, and Persons. A meeting of interested parties during the IAF annual meetings in Shanghai resulted in working groups being formed to progress the development of these three new MLA programs, including development of any additional criteria and documentation, requirements for and training of peer evaluators.

Current PAC MLA signatory status of Full Members:

JAS-ANZ (Australia & New Zealand) [1, 2, 3]	SCC (Canada) [1, 2, 3]
CNAS (PR China) [1, 2, 3]	DAC (Dubai)
HKAS (Hong Kong, China) [1]	NABCB (India) [1, 2]
KAN (Indonesia) [1, 2, 3]	IAS (Iran)
JAB (Japan) [1, 2, 3]	JASC (Japan)
JIPDEC (Japan)	NCA (Kazakhstan)
KAB (Korea) [1, 2]	KAS (Korea) [3]
STANDARDS MALAYSIA (Malaysia) [1, 2, 3]	ema (Mexico) [1, 2, 3]
MASM (Mongolia)	PNAC (Pakistan)
PAO (Philippines) [1, 2]	SAC (Singapore) [1, 3]
SLAB (Sri Lanka)	TAF (Chinese Taipei) [1, 2, 3]
NSC (Thailand) [1, 2, 3]	ANSI (USA) [3]
IAS (USA)	STAMEQ (Vietnam) [1]

Legend: 1 = QMS Signatory; 2 = EMS Signatory; 3 = Product Signatory

Cooperation amongst APEC Specialist Regional Bodies (SRBs): PAC continues to work together with other SRBs to further common regional objectives. PAC representatives attended or are planning to attend, where possible, the annual meetings of the other 4 SRBs.

The PAC and APLAC Chairs met in the margins of the IAF/ILAC annual meetings held in Shanghai during October. Issues discussed included opportunities to further joint efforts in support of our 2006 MoU, such as attendance at each others' training courses and annual meetings, and the coordination of joint assessments with common members. A working group has been established recently to examine each organization's documentation with a view to further aligning it for joint evaluation purposes. Following on from the successful joint evaluation of a common member in 2009, a further joint evaluation was conducted on SAC (Singapore) in 2010 and a concurrent evaluation of CNAS (PR China) is planned for 2011.

Cooperation with Other Regional Groups: PAC and IAAC continue to work closely to identify further areas for cooperation in support of their MoU signed in August 2007. PAC and IAAC Chairs also met during the IAF/ILAC GA in Shanghai, to progress work on 6 areas of joint action and cooperation agreed in 2009. The first joint PAC / IAAC evaluation of SCC (Canada) was held in November, with a joint evaluation of ema (Mexico) planned for April 2011.

PAC 18th Plenary: The 18th PAC Plenary meetings will take place in the week of 13 – 18 June 2011 and all APLAC members and stakeholders are cordially invited to attend. They will be held in Manila, Philippines and hosted by PAO. Information on the meetings and associated training courses and seminars will be posted on the PAC website early in 2011.

Further information on PAC and PAC activities is available at www.apec-pac.org or by contacting the PAC Secretary, Ms Belinda Mort at Ph +612 6345 5828 or email pacsecr@email.com .

Pacific Area Standards Congress ("PASC") report to APLAC General Assembly
December 2010 – Osaka, Japan

Preamble	The importance of international standardization to trade and commerce is recognized throughout the world. Countries on the Pacific Rim agree on the need for a forum to: • strengthen international standardization programmes of the International Electrotechnical Commission (IEC) and the International Organization for Standardization (ISO) and to improve the ability of Pacific Rim standards organizations to participate in these programmes effectively • improve the quality and capacity of standardization in economies of the region • support free trade within the region and with economies in other regions • support improvement of economic efficiency and development of the region through the promotion of standardization • interact with other bodies that represent elements of the standardization technical infrastructure, industry, consumers and government The members of PASC have adopted by consensus a number of important resolutions concerning international standardization, the work of IEC and ISO, and communication and interrelationships among 23 PASC members. PASC is concerned not only with standards preparation but also with conformance.
PASC themes and issues	Key themes that PASC is working on are: 1. the importance of involving regulators in standardization and of meeting regulators' needs. 2. the need to clearly explain the value of a robust

	standards and conformance infrastructure in an economy to assist in economic growth and provide appropriate safety for citizens of that economy.
	3. consideration as to how PASC and other Specialist Regional Bodies ("SRBs") in the Pacific region might work more effectively with APEC SCSC. This initiative led to an activity in the APEC SCSC in which a strategy paper to improve and coordinate capacity-building and awareness of standards and conformance in the APEC region was written and approved in 2007.
	4. encouragement of closer working between IEC and ISO with Co- operation Agreements signed with each organisation in 2006 and 2007 respectively.
	5. establishment of a mechanism (PASC priority "pilot projects") to further facilitate cooperation among PASC members in developing international standards to reflect regional views in standards which will be the basis for free trade in the region.
	6. enhancement of collaboration with business people. PASC notes with satisfaction the continuing and productive PASC interaction with the Asia Pacific Business Advisory Council (ABAC), and looks forward to working with ABAC on new initiatives to enable ABAC members to realize greater value from standardization activities, while simultaneously understanding ABAC members' standards priorities and needs.
	All of the above are incorporated in a PASC Action Plan which records agreed projects and which is monitored by the PASC Executive Committee (EC). An updated Action Plan and progress on the actions is presented at each PASC annual meeting and PASC EC meeting.
PASC meetings in the last 12 or so months	**PASC Annual Meeting** • 33rd PASC Meeting held on 29-30 May 2010 in Ulaanbaatar, Mongolia.
	PASC EC meeting (3 times a year) • 35th PASC EC meeting held on 3 March 2010 in Hiroshima, Japan in conjunction with the APEC SCSC1. • 36th PASC EC meeting held on 31 May in conjunction with the 33rd PASC meeting. • 37th PASC EC meeting held on 12 September in Oslo,

	Norway in conjunction with ISO/GA.
Participation in International and Regional Initiatives	• Cooperation with APEC Standards and Conformance Sub-Committee (SCSC) held in 2010 in Japan. • SRB Forum meeting held on 2 March 2010 in conjunction with APEC SCSC meeting in Japan. • PAC Plenary held on 18 June 2010 in Wellington, New Zealand. • Participation in ISO GA and ISO/TMB held in September 2010 in Oslo, Norway. • Participation in IEC Council and IEC/SMB held in October 2010 in Seattle, USA.
Highlights in the last 12 or so months	• The PASC membership is composed of 23 countries/economies as it now stands. • PASC was represented and participated in the IEC General Meeting and the ISO General Assembly respectively. PASC also looks for further cooperation between IEC and ISO and suggests them to consider establishing a standing annual joint IEC/Standardization Management Board and ISO/Technical Management Board meeting as well as a mechanism between IEC/SMB and ISO/TMB which can anticipate resolving issues of converging technologies. • As the contribution for ISO Strategic Plan 2011-2015, PASC members were encouraged to share their draft inputs for it. As a consequence, 44 ISO members have submitted their comments to ISO/CS, and 17 out of them were PASC members (around 70% of PASC members). • PASC has identified IEC/ISO technical committees, sub-committees and working groups and international standardization subjects of greatest common interest to PASC members as PASC Pilot Project. Three on-going PASC pilot projects are on ISO/CASCO, IEC/TC111 (Environmental standardization for electrical and electronic products and systems), and newly approved ISO/TC22 (Road Vehicles) concerning which the related information has been shared and exchanged effectively. • PASC has involved the APEC SCSC activities, and participated and supported each other in these activities, including the events planned for APEC SCSC 2 in Sendai Japan on Supply Chain Visibility, Conference on Green Harmonization and the Trade Facilitation Task Force workshop on carbon foot printing. • The workshop for Chief Executive Officers on security of critical infrastructure in the Asia-Pacific Region, organized by Standards Australia and recognized by PASC to provide an opportunity to consider regional strategies and prioritize

	common security issues, was held on 11 November 2009 in conjunction with the APEC/ABAC III in Singapore.
Future PASC meeting schedule	**PASC Annual Meeting** • 34th PASC Meeting to be held on 31 March – 3 April 2011 in Bangkok, Thailand.
	PASC Executive Committee meeting (EC) • 38th PASC EC meeting to be held in 2011 in conjunction with APEC SCSC1 in U.S.A. • 39th PASC EC meeting to be held in conjunction with the 34th PASC meeting. • 40th PASC EC meeting to be held in Delhi, India in conjunction with ISO GA.
Conclusion	PASC appreciates the opportunity to report to APLAC and would appreciate any feedback you may have with respect to issues and ideas in this report. We take this opportunity to wish APLAC and its members every success at the meeting to be held in December 2010 in Osaka, Japan. Juichi Nagano For PASC Secretary December 2010

Agenda Item 14

Matters Arising from the Minutes

There are no matters arising from the Minutes that are not covered elsewhere in these agenda papers.

Agenda Item 15

Other Business

Members are invited to raise any other items of business.

15.1   Proposed change to the APLAC documentation approval procedures

The MRA Council Chair Barry Ashcroft raised the following issues regarding the APLAC documentation approval procedures as documented in APLAC Quality Manual sections 7.6 and 7.7 and the lack of flexibility in making changes to documentation. The APLAC Chair has suggested that the matter be raised at the General Assembly as the changes proposed may be considered as fundamental changes and therefore the General Assembly should approve the changes proposed.

An extract from the current APLAC Quality Manual sections 7.6 and 7.7 is detailed below in italics:

7.6   Procedure for Adoption of APLAC Documents

7.6.1   The Chair of the Committee or Working Group responsible for drafting the document shall forward the agreed draft to the Secretariat for distribution to Full and Associate APLAC Members and other Committee Chairs for a 60-day comment period. The draft shall be in the format described above, using the APLAC document template provided (Q7.1).

7.6.2   The Secretariat shall send out the draft document by email as a PDF file, together with the current issue of the APLAC documents comment table (form Q7.2).

7.6.3   Members and Chairs shall send their comments on the draft in the comments table format to the APLAC Secretariat. Comments received after the due date will not be considered.

7.6.4   The APLAC Secretariat shall edit the comments into a consolidated table and forward to the Chair of the relevant Committee.

7.6.5   The committee Chair shall, after reviewing the comments, forward the final draft of the document to the Secretariat for ballot. All proof reading and editing, including correction of spelling, grammar and textual inconsistencies, shall be completed before the document is submitted for ballot. Where the principal author does not have English as a first language, a native English-speaker should check the text.

The committee Chair shall keep a record (form Q7.2) of the response to all comments received.

> *7.6.6.   The APLAC Secretariat shall allocate the appropriate publication identification code, if not already allocated, and send out the final draft as a PDF file for 30 day ballot.*
>
> *7.6.7   On completion of the ballot period the APLAC Secretariat shall enter the issue date in the footer of the document, convert the document to a PDF file and post it on the web site. The APLAC Secretariat shall also send an email to all APLAC Members, committee Chairs and lead evaluators advising that the document has been published on the web site.*
>
> *7.6.8   This procedure will be adapted appropriately if the draft document is reviewed or approved for issue during an APLAC General Assembly meeting.*
>
> *7.6.9   The APLAC Secretary shall have the same responsibilities as a committee Chair under clauses 7.6.1 and 7.6.5 above for documents issued by the Secretariat ("SEC" documents).*
>
> ***7.7   Revisions to Existing APLAC Documents***
>
> *7.7.1   The Chair of the Committee or the convenor of the Working Group responsible for revising the document shall provide the draft revision as a "track change" version of the current issue of the document.*
>
> *7.7.2   The processes detailed in 7.6.2 – 7.6.9 above shall then be followed.*

Essentially the procedure states that any new document or any revision of an existing document must go through a 60 day comment period with the GA, followed by a 30 day ballot period again with the GA. The only exception specified is that the review and approval process takes place during a GA meeting.

Whilst the procedure is very sound in practice it poses some difficulties and there have been many instances where it has not been followed (and for justifiable reasons, but not followed nevertheless).

For example, the most recent up-dates from the Secretariat as a result of the change of address did not follow the comment/ballot process.

In the past the process was controlled by the previous Secretary, Dr Helen Liddy, who made the decision whether new issues are commented on according to the 60 day procedure, whether ballots are undertaken or whether editorial changes are just issued.

Whilst the MRA Council Chair has no issues with the decisions she made, the procedures, as written, do not allow for this variation to the procedure.

In MRA Council particular case (the MRA Council), documents were often commented on in MRA Council meetings (but not by the GA as the MRA Council Chair expected the membership was considered to be essentially the same) and went straight to ballot – or even may have gone straight to issue without any formal GA involvement.

Other parts of the QM are quite clear that the GA must approve documents (with delegated authorities to the BoM for the QM & Secretariat processes). It has been proposed that the Quality Manual procedures be modified to allow for the following situations:

- All documents where the changes are editorial only;

- Some documents (e.g. some MR-docs) where the day to day operational procedures need to be able to be amended in a more flexible manner. (However, I still support that at any criteria and basic evaluation process used by the Council must be agreed by the GA so that we can illustrate an effective separation of policy setting versus the implementation.)

- Allow for comment period via other mechanisms i.e. the Council meetings where the review/comment can take place in lieu of a 60 day GA comment period, and then go straight to GA ballot.

Part of the impetus for proposing the change to the procedures is that the BoM, the MRAC Documentation Working Group and other parties have been reviewing documents and up-dates to a number of documents are needed. Some the documents in question are:

- MR001 – alignment with A2 + other MRAC decisions.

- MR004 – as for MR001, plus some other suggested changes along the way such as for the ETWG

- MR007 – A2 alignment

- MR008 – BOM actions of appeal procedures

- MR009 – A2 alignment

- MR006 – joint PAC evaluation procedures

- QM – departures from documented procedures

The APLAC Chair supports the proposal for increasing the flexibility in approving editorial changes of all documents and amendments to operational procedures for the MRA Council.

The APLAC Chair draws the GA's attention to the following clauses of the APLAC Constitution (APLAC SEC 052) as detailed below in italics:

> *5.2.1   The General Assembly shall be responsible for all matters relating to the operation of APLAC, including:*
> *(i)   approval of APLAC MRA Council procedures, and of criteria used by that Council;*
>
> *5.2.2   The General Assembly may delegate responsibilities to the Board of Management as it sees fit.*

The APLAC Chair suggests that the GA's approval be sought for delegating the responsibilities for approving MRA Council operational procedures and editorial changes to all documents to the BoM. The Chair also suggests that the operational procedures of MRA Council and editorial changes be defined.

The GA is asked to discuss the proposed change to the APLAC documentation approval procedures.

Agenda Item 16

Next Meetings

16.1   17th APLAC General Assembly 2011

The 17th APLAC General Assembly and associated meetings will be held in the Philippines in the week 10-17 September 2011. A presentation will be made to the GA by PAO.

16.2   18th APLAC General Assembly 2012

The 18th APLAC General Assembly and associated meetings will be hosted by NATA in the week of 1-7 December 2012. NATA will provide a preliminary report to the GA on preparations for APLAC 2012.

16.3   General Assemblies 2013 and Beyond

APLAC 2013 will be hosted by BoA, Vietnam.

Members interested in hosting APLAC 2014 and beyond are invited to advise of their interest.

APLAC GENERAL ASSEMBLY – SUMMARY OF RESOLUTIONS

1st APLAC GENERAL ASSEMBLY

2nd APLAC GENERAL ASSEMBLY

3rd APLAC GENERAL ASSEMBLY

4th APLAC GENERAL ASSEMBLY

5th APLAC GENERAL ASSEMBLY

6th APLAC GENERAL ASSEMBLY

7th APLAC GENERAL ASSEMBLY

8th APLAC GENERAL ASSEMBLY

9th APLAC GENERAL ASSEMBLY

10th APLAC GENERAL ASSEMBLY

11th APLAC GENERAL ASSEMBLY

12th APLAC GENERAL ASSEMBLY

13th APLAC GENERAL ASSEMBLY

13th APLAC GENERAL ASSEMBLY (closed session)

14th APLAC GENERAL ASSEMBLY

15th APLAC GENERAL ASSEMBLY

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1st APLAC GENERAL ASSEMBLY

GA RES. 1.1   That the APLAC General Assembly thanks the Australian government's DIST and AusAID for funding for attachment training for 3 APLAC member personnel.

GA RES. 1.2   That APLAC will operate on the principle that all meetings will be open with as wide a participation as possible except where confidentiality must be maintained.

GA RES. 1.3   That the publishers of all future editions of *APLAC News Notes*:

(i)   include the APLAC Secretariat contact details on the front page of the publication

(ii)   send the updated mailing list to John Locke;

that the Secretariat be the custodian of the mailing list and be advised of all changes.

GA RES. 1.4   That APLAC develop, under the direction of Dr Lay Har Ng, guidelines for the qualifications of APLAC members' assessors.

GA RES. 1.5   That APLAC and APMP jointly initiate more formal discussion within APEC.

GA RES. 1.6   That the following arrangements proposed by the APLAC Board of Management be endorsed but be reviewed within 12 months of the APLAC MRA coming into effect:

- a transition phase to come into effect immediately and be reviewed following experiences before being finalised in the second phase

- the control of admission of new MRA signatories be vested in an MRA Council, consisting initially of the signatories to the existing network of bi-lateral agreements among members, and then only of signatories to the APLAC MRA

- the APLAC MRA Advisory Committee to consist of a delegate (or alternate) from each APLAC Full member

- the APLAC MRA Advisory Committee to advise the MRA Council on all matters related to the evaluation of accreditation bodies seeking to enter the MRA, including on development of procedures, training of evaluators, nomination of evaluation teams; the Committee to report to the APLAC General Assembly.

GA RES. 1.7   That the APLAC MRA Advisory Committee seek to operate by consensus.

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GA RES. 1.8   That the APLAC MRA Council have one delegate (or alternate) from each MRA signatory; that its deliberations on admission of new signatories to the MRA be closed; that a two-thirds majority be required for acceptance into the MRA, with any signatory to the MRA having a right of veto.

GA RES. 1.9   That the APLAC Study Tour report presented provided sufficient detail on the needs of APLAC members.

GA RES. 1.10   That the following be elected as Chairs of the APLAC committees:

        Training Committee   Dr Lay Har Ng (HOKLAS)
        Public Information Committee   Ms Heather Baigent (Telarc)
        Proficiency Testing Committee   Mr Alan Squirrell (NATA)
        Technical Committee   Dr Max Robertson (Telarc)
        MRA Advisory Committee   Mr John Locke (A2LA)

GA RES. 1.11   That the Technical Committee investigate the feasibility of APLAC's adopting NATA's classes of tests and their reference numerical codes for ease of communication among APLAC members in relation to scopes of accreditation.

GA RES. 1.12   That the question of inspection body accreditation be referred to the Technical Committee.

GA RES. 1.13   That the APLAC logo design recommended by the Board of Management be approved.

GA RES. 1.14   That APLAC membership criteria be developed and circulated as as matter or urgency.

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2nd APLAC GENERAL ASSEMBLY

GA RES. 2.1   That the Minutes of the 1st APLAC General Assembly be accepted.

GA RES. 2.2   That

a)   the title be *APLAC Constitution and Rules of Procedure*;

b)   sections 1, 2, 3 and 4 entitled *Preamble, Aim, Objectives* and *Signatories* remain unchanged;

c)   clause 5.1 – *Full Members* be extended by the addition of "The names of Full Members are listed in Annex 2 (as amended from time to time)."

d)   clause 5.2 – *Associate Members* be extended by the addition of "The names of Associate Members are listed in Annex 3 (as amended from time to time)."

e)   "notes" be amended to read "votes" in the fourth line of sub-clause 5.5.7 under clause 5.5 – *New Members*;

f)   clauses 5.3 and 5.4 under section 5 – *Membership* be deleted;

g)   clauses 5.5 and 5.6 be renumbered to read 5.3 and 5.4 respectively under section 5 – *Membership*;

h)   the remainder of section 5 – *Membership* remain unchanged;

i)   clause 6.2 – *Voting* – be moved to an annex and re-drafted by the BoM on the principle that the delegate with the most number of votes be elected. The issue of tied votes is also to be addressed;

j)   clauses 6.3 – *Responsibilities of the General Assembly* and 6.4 – *Meetings of the General Assembly* be renumbered to read 6.2 and 6.3 respectively;

k)   the remainder of section 6 – *General Assembly* remain unchanged;

l)   sub-clause 7.1.2 under clause 7.1 – *Composition of the Board of Management* be revised to include the past APLAC Chairman as a member of the APLAC Board of Management (BoM) for the full term;

m)   sub-clause 7.1.2 under clause 7.1 – *Composition of the Board of Management* be further revised to remove the APLAC Secretary as a member of the BoM. 7.1.2 (c) will therefore be deleted;

n)   sub-clauses 7.1.1 and 7.1.2 under clause 7.1 – *Composition of the Board of Management* be combined to become sub-clause 7.1.1;

o)   the voting procedures for the Board of Management be defined in section 7.1 – *Composition of the Board of Management* with the inclusion of sub-clause 7.1.2 (new) as follows:

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> > "7.1.2 Where an election is required for the five economies to be represented it shall be on the basis of a simple majority of votes cast following the procedure described in Annex 4."

(p) the BoM appoint a Treasurer when required and that the General Assembly be notified of the appointment. Sub-clause 7.1.4 (new) is to be included under clause 7.1 – *Composition of the Board of Management* as follows:

> > "7.1.4 The Board of Management may elect from its Members a Treasurer."

q) sub-clauses 7.1.4 (old) and 7.1.5 be renumbered to read 7.1.5 and 7.1.6 respectively under clause 7.1 – *Composition of the Board of Management*;

r) clarification of Board of Management membership be included by the inclusion of sub-clause 7.1.7 (new) under clause 7.1 – *Composition of the Board of Management* as follows:

> > "7.1.7 In the event of a casual vacancy occurring, the Full Member from which the previous member of the Board of Management was drawn shall designate a replacement to complete the term of the previous member."

s) the remainder of sections 7 – *Board of Management* and 8 – *The APLAC Chairman and Secretariat* remain unchanged;

t) paragraph 3 under section 9 – *APLAC MRA Council* be removed to a footnote;

u) clause 9.1 – *Interim Arrangements* remain unchanged;

v) Annex 1 – *Foundation Economies* be deleted;

w) the APLAC Committees and their membership be listed in an annex and that other annexes include an *APLAC Organisational Chart, Current Full Members, Current Associate Members, Voting Procedures, APLAC Application for Membership* form and the *APLAC Memorandum of Understanding*;

x) a clause be inserted under section 10 – *APLAC Committees and Working Groups* which limits the term of office for all APLAC Committee members;

y) a clause be included under section 11 – *APLAC Budget* specifying that the APLAC Treasurer be supplied with all financial reports;

z) the remainder of sections 9 – *APLAC MRA Council*, 10 – *APLAC Committees and Working Groups* and 11 – *APLAC Budget* as well as sections 12 – *APLAC Fees* and 13 – *Amendment of APLAC*

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Rules of Procedure and the *APLAC Application for Membership* form remain unchanged.

GA RES. 2.3   That the *APLAC Constitution and Rules of Procedure* be finalised by postal ballot; that section 9, APLAC MRA Council be revised when the number of members participating in the APLAC MRA exceeds 50%.

GA RES. 2.4   That the Board of Management be responsible for appointing a Vice-Chair from among its membership; that the APLAC membership ratify this appointment so that the Vice-Chair will have the approval of APLAC members when acting on behalf of APLAC (as deputy for the Chair, as necessary).

GA RES. 2.5   That the Chair of APLAC be responsible for organising the APLAC secretariat.

GA RES. 2.6   That an APLAC MRA Workshop be run in the week of the next APLAC General Assembly meeting, for discussion of the questions and concerns raised by potential MRA partners.

GA RES. 2.7   That the Board of Management be commended for its work to date on behalf of APLAC.

GA RES. 2.8   That the APLAC membership fee be based on the size of the member organisation.

GA RES. 2.9   That the Board of Management draft a fee schedule based on the size of the member organisation, giving thought to standardising the measure of determining the size, and to the notion of an upper limit on fees; that the draft be submitted to the next General Assembly for its consideration.

GA RES. 2.10   That the following be accepted as Full members of APLAC:

SCC   Canada
NABL   India
JAB   Japan
BPSLAS   Philippines

GA RES. 2.11   That the issue of possible geographic limits on APLAC membership be referred to the Board of Management.

GA RES. 2.12   That the following clauses of draft APLAC MRAC-1 be amended as follows:

(i)   l.1 of clause 12.2.5.3 to read "The task of the MRA evaluation team is to …"

(ii)   "The evaluation team may also make visits to accredited laboratories to assess their technical competence …" to be deleted from clause 12.2.5.6.

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GA RES. 2.13   That, following the amendments detailed above, APLAC MRAC-1, as included in the agenda papers for this meeting, be used as the basis for the APLAC multilateral MRA.

GA RES. 2.14   That the shaded areas in the draft of APLAC MRAC-1 included in the agenda papers, dealing with how APLAC will relate to other organisations, be adopted as APLAC policy.

GA RES. 2.15   That the Chair of the PT Committee be invited to meetings of the MRA Council to participate exclusively in those discussions concerning PT.

GA RES. 2.16   That, once appointed, the APLAC Vice-Chair should be the APLAC representative to ILAC.

GA RES. 2.17   That the membership of the Public Information Committee be endorsed; that the document numbering system presented be adopted; that the APLAC secretariat be responsible for the publication of documents.

GA RES. 2.18   That the APLAC copyright policy be gentle but explicit and that the APLAC secretariat be responsible for the policy in consultation with the Board of Management.

GA RES. 2.19   That Ms Barbara Voon's nomination to the PT Committee be endorsed.

GA RES. 2.20   That the membership of the Technical Committee be endorsed.

GA RES. 2.21   That the Australian government's DIST be thanked for funding the APLAC Training Course for Trainers of Laboratory Assessors, and for providing airfares and accommodation for 7 overseas participants; that STAMEQ, Vietnam be thanked for their assistance in hosting the course.

GA RES. 2.22   That AusAID be thanked for funding assistance for the provision of attachment training at NATA of one person from each of MAC (Malaysia), PNGLAS and VILAS.

GA RES. 2.23   That Mr John Gilmour be re-elected as Chair of APLAC for a second term.

GA RES. 2.24   That the term of office for each BoM member be 2 years but that, in order to develop some rotation in membership in the transitional stage, the BoM members be subject to re-election as follows:

(i)	1 year term	Lam Kong Hong, SINGLAS Dr Llew Richards, IANZ
(ii)	2 year term	John Locke, A2LA
(iii)	3 year term	Zhao Linhua, SACI Dr Lay Har Ng, HOKLAS

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GA RES. 2.25   That the membership of the Nominations Cvommittee be as follows:

C P Ramani, ICBO
Rosalind Khan, Ministry of Development
Dr Takashi Ohtsubo, JAB

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3rd APLAC GENERAL ASSEMBLY

GA RES. 3.1 That the Minutes of the 2nd General Assembly be accepted as a true and correct record of the meeting.

GA RES. 3.2 That clause 9.1.1 of the draft *Constitution and Rules of Procedure* be amended to allow the MRA Council to retain the right to invite observers without having to seek approval from the BoM.

GA RES. 3.3 That the MRA Council and MRA Advisory Committee look at the need to develop a policy on whether or not the APLAC MRA should take precedence over any bilateral agreements between APLAC members.

GA RES. 3.4 That, because of the dynamic nature of the APLAC membership list, annexes 1 and 2 be deleted and separate lists be maintained by the secretariat, to be provided on request.

GA RES. 3.5 That the APLAC membership application form be permitted to be amended at the discretion of the secretariat.

GA RES. 3.6 That the proposed fee structure be adopted and that Associate members pay half the base fee relevant to their economy; that invoices be issued in December in AUD with payment requested by 1 January 1998.

GA RES. 3.7 That, for the first year of fee payment only, a 3-month extension on the "pay by" date be allowed.

GA RES. 3.8 That APLAC advise EA that it wishes to pursue a Declaration of Cooperation with EA.

GA RES. 3.9 That Chin Poh Yin's nomination to the PT Committee be endorsed.

GA RES. 3.10 That the current committee Chairs be endorsed until the next General Assembly, with nominations for the positions being sought prior to the next meeting.

GA RES. 3.11 That, for 1998, the fee structure detailed in the agenda papers be accepted and that the value of each "unit" (as defined) be USD 2.50.

GA RES. 3.12 That the detailed APLAC budget be managed by the BoM.

GA RES. 3.13 That NBS, Nepal be accepted as a Full member of APLAC.

GA RES. 3.14 That the next General Assembly be held in Auckland in the week of 12 October 1998, with committee meetings being held at a separate time.

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4th APLAC GENERAL ASSEMBLY

GA RES. 4.1   That the Minutes of the 3rd General Assembly be accepted as a true and correct record of the meeting.

GA RES. 4.2   That the issue of stakeholder membership be referred to the BoM for further study, taking into account the comments of the members and the reasonably strong support for a mechanism whereby stakeholders can participate in the work of APLAC.

GA RES. 4.3   That, as a matter of principle, APLAC will consider applications for membership from economies outside the region; that the General Assembly formally acknowledge the application from SANAS; that the BoM, in conjunction with the MRA Council, decide on a mechanism for MRAs between APLAC and "satellite" laboratory accreditation bodies; that APLAC attempt to resolve the issue within 12 months, bearing in mind that progress within ILAC may remove the need to do so.

GA RES. 4.4   That

- to address the concerns of NVLAP, the term "ensure" be amended to read "promote" in clauses 7.3(a), (b) and (c) of the *APLAC Rules of Procedure*;

- the term "representing" will be clarified to ensure that it is clear that the Chair does not have the power to go beyond a mandate approved by either the General Assembly or by the Board of Management (where it has the necessary mandate itself to give the Chair that authority);

- if there is a resolution by the General Assembly which is reflected in the Minutes agreeing upon a course of action, the signature of the Chair will suffice;

- the Chair examine and re-draft clauses 9.2.3, 9.2.4 and 9.2.7 and 9.2.10 where necessary to reflect the concerns of NIST and those expressed by the General Assembly;

- clause 6.4 be revised editorially as follows:

    "APLAC will seek to reach decisions by a process of consensus. However, in the event that a vote is required within the General Assembly, only the designated representative of each full member with no outstanding fees at the time may vote. In the event that there is more than one full member, there will be one vote per economy. No proxies are permitted";

- if one or more members within a multiple-member economy has outstanding fees, the economy may still cast a vote providing that at least one member is eligible to vote;

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- with the above exceptions, the remaining content of draft 10 of the *APLAC Rules of Procedure* (as listed in the agenda papers for this meeting) be accepted;

- voting on the revised *APLAC Rules of Procedure* be conducted via mail.

GA RES. 4.5   That each APLAC member list their future training courses on their web site (or the APLAC web site if the member does not have its own web site).

GA RES. 4.6   That the proposal for adoption of APLAC documents included in the agenda papers be endorsed.

GA RES. 4.7   That the APLAC PIC Chair correspond regularly with the ILAC and EA Publications Committees.

GA RES. 4.8   That APLAC pay attention to APEC activities so that it can respond as required to APEC needs.

GA RES. 4.9   That the Chair of the APLAC Technical Committee be the APLAC representative on the ILAC Technical Committee.

GA RES. 4.10   That

- APLAC adopt the APLAC-EA Policy on Traceability of Measurements (as presented to the Auckland General Assembly in October 1998 with the term "Multilateral Agreements" in the first paragraph revised to read "multilateral agreements and/or arrangements");

- APLAC adopt EAL-G24 – Accreditation of Inspection Bodies;

- APLAC adopt ILAC-G4:1994 – Guidelines on Scopes of Accreditation;

- APLAC adopt the ILAC document Uncertainty in Measurement and Testing as finalised by ILAC, subject to no major changes which APLAC might wish to consider;

- APLAC adopt the ILAC Guidelines for the use of Accreditation Body Logos and For Claims of Accreditation Status – August 1998 as finalised by ILAC, subject to no major changes which APLAC might wish to consider.

GA RES. 4.11   That

- the procedures described in APLAC MR 001 be changed so as to permit the taking into account of all relevant evaluations of the applicant body;

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- the General Assembly direct the MRA Council to evaluate the SANAS application to assure itself that SANAS meets the requirements equivalent to those met by all other MRA signatories;

- the MRA Council, using its voting procedures, prepare a recommendation for the APLAC membership for acceptance into the APLAC MRA, if appropriate;

- the results of a written ballot on acceptance of SANAS be accepted, should that be the decision of the MRA Council.

GA RES. 4.12   That the MRA Advisory Committee's acceptance of the PT document be endorsed.

GA RES. 4.13   That MR 001 be revised so that final pre-evaluation reports be reviewed only by the evaluation team members, with consultation between the team leader and the Chair of the MRA Advisory Committee to determine whether or not to proceed with the evaluation.

GA RES. 4.14   That the 1997/8 financial report, as presented by the Chair, be accepted.

GA RES. 4.15   That the issue of a reduction in APLAC fees be referred to the BoM for resolution.

GA RES. 4.16   That the Australian government be formally thanked for its continued funding of special projects in support of APLAC and its member economies, recognising that, to date, it has been the major contributor to such projects.

GA RES. 4.17   That the next General Assembly and associated meetings be held in India in the week of 29 November 1999.

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5th APLAC GENERAL ASSEMBLY

GA RES. 5.1   That the Minutes of the 4th APLAC General Assembly be accepted as a true and correct record of the meeting after the following correction is made:

- KAB is located in Korea, not Indonesia (under item 12.3).

GA RES. 5.2   That consideration of the application for Full membership from DMSc, Thailand be deferred until DMSc provides further information, including a definition of the relationship between its accreditation services and its laboratory operations.

GA RES. 5.3   That ema, Mexico be accepted as a Full member of APLAC.

GA RES. 5.4   That, as it does not qualify as a "well-established practitioner", PJL's application for Full membership be deferred but that it be invited to seek Associate membership.

GA RES. 5.5   That the BoM be asked to look at the situation of stakeholders in more detail with the aim of APLAC having a closer relationship with them, and that the BoM report back to the General Assembly from time to time on this matter.

GA RES. 5.6   That NEPLAS be offered Associate membership and that its previous debt in relation to Full membership fees be waived; that the Department of Occupational Safety and Health, Chinese Taipei be deemed to no longer to be a member as it failed to reply to the reminder letter.

GA RES. 5.7   That the proposed changes to section 7 of the *APLAC MOU* and to clauses 5.5, 7.4, 9.2.8, 11.1, 12.1 of the *APLAC Rules of Procedure* be approved.

GA RES. 5.8   That the proposed wording of clause 2.05 to be more explicit about the composition of the BoM, be approved; that clause 2.03 of the APLAC MOU be changed to define "Immediate Past Chair".

GA RES. 5.9   That a decision on entry into the APLAC MRA requires the support of four-fifths of the MRA signatories; that clause 9.2.5 be revised to make this clear.

GA RES. 5.10   That the Training Committee's request for funding be considered further under agenda item 12.2.

GA RES. 5.11   That the General Assembly thanks Kerrie Barr for her efforts within the APLAC secretariat.

GA RES. 5.12   That the audited financial statement for 1998 be accepted.

GA RES. 5.13   That the financial statement for 1999 to 31 October be accepted.

GA RES. 5.14   That the projected surplus for the 2000 budget be reduced somewhat to provide additional funds for special projects; that the BoM be given discretion to handle these funds up to a maximum of AUD 70,000.00.

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GA RES. 5.15   That the retiring Chair, John Gilmour, be thanked for all his contributions to APLAC over the years.

GA RES. 5.16   That the next General Assembly and associated meetings be held in Los Angeles in the week commencing 23 October 2000.

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6th APLAC GENERAL ASSEMBLY

GA RES. 6.1   That after consideration, the Minutes of the 5th meeting were confirmed with the following correction added to the start of the last sentence:

"Considering the importance of the concern …"

GA RES. 6.2   That next time the *Rules of Procedure* are revised, the postal ballot procedure to be included under section 6.4 Voting Procedures. This will include the direction that, for voting by email, a non-reply will be regarded as a positive vote.

GA RES. 6.3   That

- following the Chair giving the background to the proposed change to the *Rules of Procedure*: a sovereignty issue for one member, the General Assembly approved the principle of the proposed change;

- after discussion on whether "shall" or "may" was the appropriate word in the final sentence in paragraph 2, it was agreed that it should be up to individual MRA partners to decide whether or not to continue to recognise reports;

- following discussion on whether "test reports" (final sentence in paragraph 2) was the best phrase, it was agreed that the phrase should be "laboratory and inspection body reports".

The agreed revised wording of RoP 9.2.5 is given in attachment No. 4.

GA RES. 6.4   That it was agreed that it was critical that APLAC and ILAC procedures for the dispute resolution process be the same.

GA RES. 6.5   That it was agreed an extra paragraph should be added to section 3 of the draft Complaints Handling Procedure to make clear a laboratory should be advised to take its complaint first to its accreditation body.

GA RES. 6.6   That following discussion on the ILAC discussion document on "Impartiality Requirements" it was agreed that the revised wording of the APLAC proposal, as given in attachment no. 12, be presented at the ILAC General Assembly.

GA RES. 6.7   That after discussion, it was agreed that the proposed amendment to APLAC MR 001, i.e. section 13.1, line 2 "grant" should replace "deny".

GA RES. 6.8   That it was agreed APLAC needed to provide some funding support for:

- ongoing APLAC representation on the APEC TEL working group;

- APLAC representation on the APEC TEL workshop planned for March 2001 in Canberra (Australia);

- possible sponsorship of the MRAMs web site.

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GA RES. 6.9   That

- it was agreed the survey results given in the agenda papers should be a "living' list, coordinated by IANZ and available through the IANZ web site;

- it is updated regularly;

- the date of compilation is included on the list.

GA RES. 6.10   That the General Assembly record its thanks to the Australian government's Department of Industry, Science and Resources (ISR) for its generous support of the project promoting the APLAC MRA to regulators in the APEC region.

GA RES. 6.11   That the proposal to use the assessment training course syllabus as an APLAC guidance document was endorsed.

GA RES. 6.12   That the proposal from the Chair, that members give in principle approval to the funding request from the Chair of the PT Committee, with final approval to come from the BoM, be accepted.

GA RES. 6.13   That the following proposals from the Technical Committee be approved:

- a resolution to be sent to the ILAC TAIC in relation to interpretation of ISO/IEC 10725 (point no. 4 in the report);

- the proposed actions in relation to telecommunications regulators (point no. 5 in the report);

- a resolution to be sent to ILAC TAIC in relation to ISO 10012 (point no. 6 in the report);

- APLAC adopts ILAC documents G12 and G13;

- a letter from APLAC in support of ILAC's stand on the accreditation of producers of reference materials be sent to the Chair of the ILAC TAIC;

- EA document EA 10/02 be added to the APLAC reading list;

- APLAC TC 001 on traceability be withdrawn once the ILAC traceablity policy document is published;

- proposed Committee work program.

GA RES. 6.14   That the Chair write to Ann-Margret Gilmour expressing the thanks of the APLAC members for all her valuable contributions to APLAC since its inception.

GA RES. 6.15   That the audited financial statement for 1999 be noted.

GA RES. 6.16   That it was agreed to set aside AUD 120,000 with a contingency factor of AUD 20,000 for funding of projects for 2001.

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7th APLAC GENERAL ASSEMBLY

GA RES. 7.1   That after consideration, the following corrections were required:

        item 11.3   "SACAB should be "SACEB"
                    "QAMS" should be "QMS MLA"

        action under item 12.2.3, "i.e." should be "e.g."

GA RES. 7.2   That following considerable discussion prior to voting, the application by VLAC, Japan, for full membership was accepted by a majority vote with three abstentions.

GA RES. 7.3   That the *Rules of Procedure* be revised to state that membership applies only after a new member has paid its fees for the current year.

GA RES. 7.4   That

- after presentation by the Chair of the recommendation from the BoM, the General Assembly accept the recommendation of the discussion paper on Economies with Multiple Accreditation Bodies

- the current system of one vote per signatory be maintained.

GA RES. 7.5   That

- section 5.4.2 of the *Rules of Procedure* be adopted as proposed in the agenda papers;

- section 5.4.3 of the *Rules of Procedure* be clarified that an applicant need only respond to each point with relevant supporting documentary evidence;

- section 5.4.3 (c) of the *Rules of Procedure* be reworded to change "and reassessment" to "or reassessment".

GA RES. 7.6   That

- members agreed to develop a Code of Ethics;

- following considerable discussion regarding the inclusion or not of sanctions, the eventual consensus was that it should include sanctions.

GA RES. 7.7   That the recommendation from the MRA Council that the APLAC MRA be extended to include Inspection be accepted.

GA RES. 7.8   That APLAC document TR001 be issued after minor editorial revisions.

GA RES. 7.9   That the Terms of Reference and the work program for the Public Information Committee be accepted. It was, however, cautioned against publicising bad experiences with regulator acceptance of the APLAC MRA.

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GA RES. 7.10   That the Secretary write to Richard Pearce of IANZ on behalf of the General Assembly to thank him for his work in updating the APLAC web site.

GA RES. 7.11   That the General Assembly endorse

- the recommendation of the Technical Committee in relation to the definition of "best measurement capability";

- Work in Progress items 1, 2, 3, 4.

GA RES. 7.12   That on the advice of the BoM, APLAC support an ILAC mark rather than a joint ILAC/IAF mark. This was endorsed by a majority of members.

GA RES. 7.13   That the audited 2000 financial statement included in the agenda papers be noted and adopted.

GA RES. 7.14   That the proposed budget for 2002 (see attachment no. 19) be noted and approved. It was agreed that the budget should be framed to include a 5% surplus to cover inflation.

GA RES. 7.15   That the offer by KOLAS to host the 2003 General Assembly in Seoul in November 2003 be accepted.

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8th APLAC GENERAL ASSEMBLY

GA RES. 8.1   That the 2004 General Assembly to be held in the first full week in December.

GA RES. 8.2   That NQA-LS be accepted as a Full member of APLAC.

GA RES. 8.3   That JCLA be accepted as Full member of APLAC.

GA RES. 8.4   That ACLASS be accepted as an Associate member of APLAC.

GA RES. 8.5   That the comments as presented be accepted and that the new edition of the *Rules of Procedure* be published.

GA RES. 8.6   That the new edition of the *Rules of Procedure* apply from the date of this meeting, i.e. 15 November 2002.

GA RES. 8.7   That the comments and changes suggested by the Board of Management be accepted and that the new edition of the MOU (APLAC SEC 001) be issued.

GA RES. 8.8   That the new edition of the MOU apply from the date of this meeting, i.e. 15 November 2002.

GA RES. 8.9   That, following the following editorial changes, the APLAC Code of Ethics is issued, and that it come into effect from the date of this meeting, i.e. 15 November 2002.

- delete "APLAC MRA signatories" from point 5 as the phrase is redundant.

- delete "full" in the "application" section.

GA RES. 8.10   That a Task Group, reporting to the Board of Management, be established to draft a procedure covering the use of the APLAC logo; that membership consist of the Secretary, Jeffrey Horlick and Max Robertson.

GA RES. 8.11   That the revised MR 001 and MR 003 be issued, and that the revised MR 001 become effective from 1 January 2003.

GA RES. 8.12   That the proposed Terms of Reference of the Reference Materials Working Group be approved, with the addition of W Merkel (A2LA) to the membership.

GA RES. 8.13   That, when applicable, the Reference Materials Working Group cooperate with the ILAC Working Group on Reference Materials.

GA RES. 8.14   That an audit procedure be developed and an audit schedule for 2003 be developed, and that Barry Ashcroft of IANZ be asked to carry out the audit.

GA RES. 8.15   That a workshop for lead evaluators be held in late 2003.

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GA RES. 8.16   That the proposed revision to the Terms of Reference of the PIC be accepted.

GA RES. 8.17   That editions of *APLAC News Notes* be distributed only electronically from the start of 2003.

GA RES. 8.18   That the proposed PIC work plan be endorsed.

GA RES. 8.19   That the report from the Proficiency Testing Committee be endorsed.

GA RES. 8.20   That the report from the Technical Committee be endorsed, following the following changes:

- the ILAC/IAF draft on the application of ISO/IEC 17020 must go through a 2-phase process, with the comment phase being separate from the ballot phase

- "on publication by ISO" be added after "ISO 15189"

- the process for the food testing document is also a 2-phase process.

GA RES. 8.21   That, following deletion of the last part of 5 (a), the revision to NC 001 be endorsed.

GA RES. 8.22   That future elections for office bearers be held prior to consideration of the Minutes, i.e. the elections become agenda item 3.

GA RES. 8.23   That a seminar, canvassing all aspects of a merger, and the pros and cons, be held in conjunction with APLAC 2003, with all viewpoints represented to ensure a balanced presentation.

GA RES. 8.24   That a vote of thanks be given to the secretariat for its activities in support of the APLAC membership.

GA RES. 8.25   That the audited financial statement for 2001 be accepted.

GA RES. 8.26   That, with the following adjustments, the proposed budget for 2003 be accepted:

- APLAC projects – USD 150,000.00

- representational travel – USD 30,000.00

- deficit – USD 68,200.00

GA RES. 8.27   That, by acclamation, NATA continue to provide the APLAC secretariat until the end of 2004.

GA RES. 8.28   That, by acclamation, Tony Russell be appointed as the APLAC representative on the ILAC Executive.

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GA RES. 8.29   That Llew Richards be thanked, by acclamation, for his contributions to APLAC over the past 3 years as Chair, and for the efficiency and effectiveness of his chairing of the meetings.

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9th APLAC GENERAL ASSEMBLY

GA RES. 9.1   That the Minutes as tabled be accepted as a true and accurate record of the 8th APLAC General Assembly.

GA RES. 9.2   That ACLASS be asked to provide the documentation required by clause 5.4.3 of APLAC SEC 004; that this be circulated to members with a ballot form for a 30 day postal ballot according to clause 5.4.7 of SEC 004.

GA RES. 9.3   That the BoM continue to investigate the implications and costs of incorporation of APLAC, most probably in Australia.

GA RES. 9.4   That the title of the document be changed to "draft guidelines" and that it be circulated for a 60 day comment period.

GA RES. 9.5   That the draft of APLAC SEC 004 as tabled be issued as issue no. 4, with the following change:

- change comment in parentheses in clause 5.4.8 to "on a pro-rata basis to the end of the year".

GA RES. 9.6   That it be formally recorded that APLAC SEC 004 is the current statement of the process, where there is an apparent inconsistency between the MOU and SEC 004; that all such inconsistencies be recorded by the secretariat but that action on them be deferred until the outcome of investigations into the incorporation of APLAC.

GA RES. 9.7   That, after the following changes, the document as presented be issued for use:

- deletion of second paragraph of clause 4.1

- change clause 4.4 to read positively, rather than negatively

GA RES. 9.8   That SEC 047 as tabled be issued for use.

GA RES. 9.9   That SEC 048 as tabled be issued for use, with the title being changed to "APLAC Register of Delegation of Responsibilities".

GA RES. 9.10   That the Secretary write on behalf of the General Assembly to the ILAC evaluation manager expressing concern at the delays in the conduct of the evaluation, and requesting a timetable for the evaluation of the APLAC secretariat and the witnessing of the third APLAC evaluation; that a copy of this letter be sent to Jos Leferink, Chair of EA MAC.

GA RES. 9.11   That the report from the Chair of the APLAC MRA Council be accepted.

GA RES. 9.12   That the proposed changes, including to clause 4.1 in relation to the costs of inter-country travel, to APLAC MR 001 be accepted and issue no. 5 be issued for use.

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| **GA RES. 9.13** | That the proposals from the RM Producers MRA Working Group be accepted as a set of principles that can be developed in relation to the extension of the APLAC MRA to include RM producers. |

GA RES. 9.14   That the new terms of reference of the Training Committee be endorsed and that they be posted on the APLAC web site.

GA RES. 9.15   That the General Assembly accepts the report from the Training Committee, including the funding request for 2004.

GA RES. 9.16   That the General Assembly accepts the report from the Public Information Committee, including the funding request for 2004.

GA RES. 9.17   That the General Assembly accepts the report from the Proficiency Testing Committee, including the funding request for USD 35,000 for support of 5 PT programs in 2004.

GA RES. 9.18   That the General Assembly accepts the report from the Technical Committee.

GA RES. 9.19   That the 30 day ballot period on the APLAC inspection document be cancelled; that APLAC adopt the ILAC/IAF inspection document as a mandatory document when it is published; that the additional commentary in the APLAC inspection document be issued as an APLAC guidance document, TC 006.

GA RES. 9.20   That APLAC NC 001 be editorially revised to make clearer in clause 3 that a nomination must be made by a delegate to the General Assembly other than the nominee, i.e. self-nomination is not allowed.

GA RES. 9.21   That the BoM proceed with concluding the Deed of Agreement with NATA for provision of the APLAC secretariat for five years to the end of 2008.

GA RES. 9.22   That the secretariat fee be negotiated with the BoM annually.

GA RES. 9.23   That the audited accounts for 2002 be accepted.

GA RES. 9.24   That, after minor adjustments following funding requests from the APLAC committees, the proposed budget for 2004 be adopted.

GA RES. 9.25   That APLAC advised BQRB of the APLAC MRA signatories that wish to sign the MOU; that APLAC continue to facilitate the implementation of the MOU.

GA RES. 9.26   That, by acclamation, the APLAC General Assembly expresses its thanks and appreciation to Liu Anping, Lay Har Ng, Ashok Chakrabraty and Juichi Nagano, and wishes them all well for the future.

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10th APLAC GENERAL ASSEMBLY

GA RES. 10.1   That, after the following amendment, the Minutes be accepted as a true record of the 9th APLAC General Assembly:

- "and endorsed by the General Assembly" is added after "were received" in line 4 of item 16.3.

GA RES. 10.2   That the General Assembly recognizes the work of the APLAC Secretariat (Helen and Janet) and thanks the Secretariat for the excellent delivery of all the papers for these meetings. The three CDs (General Assembly, MRA Council, and Board of Management) were especially well done thus allowing easy access and reference to the papers for each meeting.

GA RES. 10.3   That the General Assembly accepts the Board of Management's recommendation that the Secretary prepare a second draft of the Constitution, to be circulated to members for comment at the start of February 2005, with comments to be considered by the Board at its April 2005 meeting.

GA RES. 10.4   That APLAC SEC 051 be approved for issue.

GA RES. 10.5   That the issue no. 2 of APLAC SEC 043 be approved for issue.

GA RES. 10.6   That the APLAC Secretariat maintain the voting records of APLAC members on APLAC documents and that these records be issued regularly to all members.

GA RES. 10.7   That the General Assembly endorses the change to clause 10 of the MRA text to align it with the ILAC Arrangement text.

GA RES. 10.8   That the General Assembly endorses draft 4 of the revised APLAC MR 002 and that it be issued for use, with all current signatories re-signing the revised text at the April 2005 MRA Council meeting.

GA RES. 10.9   That the proposed changes to APLAC MR 001, clause 3.1.1 be endorsed and the revised document be issued for use.

GA RES. 10.10   That the General Assembly endorses the proposed changes to the terms of reference of the Evaluator Performance Working Group to include the review of evaluator feedback forms, team leader performance, evaluation reports and forms of nominated new evaluators; that the membership of the Working Group consist of the APLAC Chair, the Immediate Past Chair and the Chair of the APLAC MRA Council.

GA RES. 10.11   That the General Assembly endorses the proposal that the Working Group on Regulators' Acceptance of the APLAC MRA be disbanded.

GA RES. 10.12   That the General Assembly endorses the proposal for a workshop on accreditation of RM producers, including the request for funding of USD 9,000.00 to help cover the costs of the workshop.

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GA RES. 10.13	That the General Assembly commits to proceeding with an extension of the APLAC MRA to include accreditation of RM producers, unless the March 2005 workshop recommends otherwise.
GA RES. 10.14	That a report from the RM producer workshop be tabled at the April 2005 APLAC MRA Council meeting.
GA RES. 10.15	That the General Assembly endorses the proposed changes to the terms of reference of the Inspection Body MRA Working Group; that Wei Hao be accepted as a member of the Working Group.
GA RES. 10.16	That the General Assembly endorses the proposal for a training course on ISO/IEC 17011 for all APLAC lead evaluators and 1 person from each Full member that does not provide a lead evaluator, including the request for funding of USD 68,000.00 to help cover costs of the course.
GA RES. 10.17	That the General Assembly accepts the report from the Training Committee and endorses the proposed work items, including the joint training course (with the MRA Council) on ISO/IEC 17011, and the proposal to ILAC to hold a workshop on ISO/IEC 17020 in conjunction with the ILAC and IAF meetings in Auckland in September 2005.
GA RES. 10.18	That the General Assembly accepts the report from the Public Information Committee and endorses its request for funding of USD 7,000.00 to cover its activities in 2005; that the proposed changes to the terms of reference be endorsed.
GA RES. 10.19	That the General Assembly accepts the report from the PT Committee and endorses its request for funding of USD 40,000.00 to cover its activities in 2005.
GA RES. 10.20	That the General Assembly accepts the report from the Technical Committee and endorses its proposed work program and proposed changes to the terms of reference.
GA RES. 10.21	That the General Assembly endorses the adoption by APLAC of ILAC G22 as a guidance document.
GA RES. 10.22	That Trace McInturff of A2LA be nominated as the APLAC representative to APEC TEL.
GA RES. 10.23	That the General Assembly endorses the APLAC Board of Management recommendation that APLAC not seek the third year of funding for the APEC TILF PT project at this stage.
GA RES. 10.24	That the General Assembly supports the continued separation of the MRA/MLA decision-making structures of ILAC and IAF, with joint meetings being held on joint issues, as already agreed in ILAC decision 8.18.
GA RES. 10.25	That the ILAC document on harmonisation of ILAC work with the regions should be issued with an ILAC document number and be clearly available from the ILAC web site.

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GA RES. 10.26   That the ILAC Business and Strategic Plan be a standing agenda item for APLAC Board of Management and General Assembly meetings, with APLAC responses being detailed and, if possible, also measured.

GA RES. 10.27   That the General Assembly endorses the MOU between APLAC and IAAC, with the changes in wording proposed by the Board of Management.

GA RES. 10.28   That the APLAC Chair and Immediate Past Chair initiate correspondence with the PAC Chair and that a face-to-face meeting with the PAC Chair before the ILAC and IAF meetings in Auckland is preferable.

GA RES. 10.29   That the audited APLAC accounts for 2003 be accepted.

GA RES. 10.30   That the General Assembly endorses the revised proposed APLAC budget for 2005.

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11th APLAC GENERAL ASSEMBLY

GA RES. 11.1   That, as allowed under *Rules of Procedure*, clause 6.4.3, the ballot to fill the vacant position on the Board of Management be conducted with one vote per member (both Full and Associate).

GA RES. 11.2   That the Minutes of the 10th General Assembly be accepted as a correct record of the meeting.

GA RES. 11.3   That, following the changes listed below, draft 5 of the Constitution be adopted as the inaugural edition of the Constitution for incorporation, subject to legal advice that it is appropriate for submission to the New Zealand Registrar of Incorporated Societies:

- cross-reference to clause 4.5(c) after 8.2.1(d)

- re-order sections 6, 7, 8 so that section 6 becomes General Assembly, section 7 becomes Board of Management and section 8 becomes Chair and Secretariat

- add "i.e. those without any outstanding fees" after "fully financial" in 8.4.1

- add "and organisations doing related activities" to 4.4.2(a), 4.4.2(c), 4.4.3(a), 4.4.3(c)

GA RES. 11.4   That the APLAC Board of Management be directed to initiate incorporation in New Zealand as soon as possible.

GA RES. 11.5   That the proposal from the secretariat to restructure APLAC documentation be endorsed.

GA RES. 11.6   That the General Assembly accepts the report from the Training Committee; endorses the revised terms of reference for the Training Committee; endorses the provision of two training courses in 2006 (inspection; RM Producers) with APLAC funding support.

GA RES. 11.7   That PAC be invited to participate in the APLAC inspection training course to be held in 2006.

GA RES. 11.8   That the General Assembly accepts the report from the Public Information Committee.

GA RES. 11.9   That USD 6,000.00 be allocated in the APLAC budget for 2006 as an interim amount; that this amount be revisited in 2006 if the outcome of the web site survey and of the specification drawn up reveal that more funding is needed.

GA RES. 11.10   That the Chair commission the drafting of a specification for the new APLAC web site, to be available to the BoM in early February 2006.

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GA RES. 11.11	That, once the specification is agreed, APLAC develop and sign a Deed of Agreement with the web site administrator for provision of the web site service, similar to the Deed of Agreement signed with NATA for provision of the secretariat.
GA RES. 11.12	That the General Assembly accepts the report from the Proficiency Testing Committee; endorses the request for funding of USD 41,000.00 for the Committee's activities in 2006, including attendance by the Committee Chair at the EA LC ILC.
GA RES. 11.13	That the General Assembly accepts the report from the Technical Committee.
GA RES. 11.14	That the General Assembly thanks Jeffrey Horlick for his contributions to APLAC over many years and wishes him all the best in his retirement.
GA RES 11.15	That the APLAC Chair write to the APEC secretariat pointing out that APLAC has met the APEC Bogor objective in relation to developed and developing economies being signatories to the APLAC MRA by the end of 2005.
GA RES. 11.16	That the General Assembly strongly supports the proposal for an MOU between APLAC and APMP.
GA RES. 11.17	That the General Assembly endorses the proposal for an MOU between APLAC and PAC, notwithstanding the concern raised above in relation to some certification bodies "certifying" laboratories to ISO/IEC 17025.
GA RES. 11.18	That the General Assembly supports in principle the setting up of a joint working group of SRBs to look at the needs of developing economies.
GA RES. 11.19	That the General Assembly thanks the APLAC secretariat for the professionalism of its service over the last 12 months.
GA RES. 11.20	That the audited APLAC accounts for 2004 be accepted.
GA RES. 11.21	That, following the changes detailed above, the second draft of the APLAC 2006 budget be approved.

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12th APLAC GENERAL ASSEMBLY

GA RES. 12.1   That the following be added after sentence 2 of clause 6.4.1 of APLAC SEC 004:

The designated representative may authorise, in writing, an alternate to vote on behalf of the Full Member. This process may also be used for postal ballots.

GA RES. 12.2   That, as allowed under clause 6.4.3 of APLAC SEC 004, the ballot to fill the vacant positions on the Board of Management be conducted with one vote per member.

GA RES. 12.3   That the APLAC General Assembly thanks Chang Kwei Fern for her contributions during her terms on the APLAC Board of Management and as APLAC Treasurer.

GA RES. 12.4   That the APLAC General Assembly thanks Peter Unger for all his contributions to APLAC and the broader accreditation community and for his championship of APLAC in the international accreditation forum.

GA RES. 12.5   That the Minutes of the 11th APLAC General Assembly be accepted as a correct record of the meeting.

GA RES. 12.6   That, following the editorial changes below, the 8th draft of the APLAC Constitution be adopted as the version to be presented when applying for incorporation in New Zealand.

- delete "secret" from clause 3.4.6

- change clause 7.1, lines 4-6 to read: A person is eligible for re-election for further two year terms but may only serve two terms, i.e. 4 years, consecutively at any time

- change "meet at" in l.2 of clause 14.2.2 to "communicate by"; change "time and place" in l.2 of clause 14.2.2 to "means"; change "meet" in l.6 of clause 14.2.2 to "communicate".

GA RES. 12.7   That 15 Full Members be asked to sign the application for incorporation form during the General Assembly meeting, each signature to be witnessed by the Secretary, and the application to be lodged once the Constitution has been revised as detailed in GA RES 12.6.

GA RES. 12.8   That the draft APLAC Quality Manual be approved for issue following the incorporation of APLAC.

GA RES. 12.9   That the General Assembly endorses the Training Committee's workplan for 2007.

GA RES. 12.10   That the General Assembly endorses the PIC's workplan for 2007.

GA RES. 12.11   That the General Assembly endorses the PT Committee's workplan for 2007.

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GA RES. 12.12   That the General Assembly endorses the Technical Committee's workplan and the proposal to update the APLAC approved documents lists.

GA RES. 12.13   That the General Assembly thanks Yoshinobu Uematsu for his interaction with ILAC and APMP on technical issues, recognising that ongoing technical cooperation with APMP is critical to APLAC.

GA RES. 12.14   That the draft document on accrediting to foreign regulations should be kept as a TC document (not a PR document) and should be sent out for 60 day comment as soon as possible.

GA RES. 12.15   That the General Assembly endorses the joint ILAC/BIPM/OIML statement.

GA RES. 12.16   That the wording of the draft of the MOU between APLAC and APMP included in the General Assembly papers be endorsed.

GA RES. 12.17   That the audited APLAC accounts for 2005 be accepted.

GA RES. 12.18   That the APLAC budget for 2007 as given in attachment no. 11 be adopted.

GA RES. 12.19   That the APLAC General Assembly endorses the signing of an MOU between APLAC and PTB.

GA RES. 12.20   That Wei Hao of CNAS be APLAC's liaison person to PTB.

GA RES. 12.21   That the General Assembly accepts the offers of the members from Japan (IAJapan, JAB, JCLA and VLAC) to host APLAC 2010, and the offer of PAO, Philippines to host APLAC 2011.

GA RES. 12.22   That the APLAC General Assembly, by acclamation, thanks Tony Russell for his many contributions to APLAC and especially for his excellent oversight and leadership of APLAC over the last two years.

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13th APLAC GENERAL ASSEMBLY

GA RES. 13.1   That, as allowed under clause 5.4.3 of the APLAC Constitution (SEC 052), the ballot to fill the vacant positions on the Board of Management be conducted with one vote per member.

GA RES. 13.2   That the Minutes of the 12th APLAC General Assembly be accepted as a correct record of the meeting.

GA RES. 13.3   That USD 300,000.00 be set aside from APLAC retained earnings as a contingency.

GA RES. 13.4   That, for future postal ballots, the zip file containing the postal ballot, etc. be attached to the email notification of the ballot as well as being placed in the "ballots" section of the "members only" area of the web site, file size permitting.

GA RES. 13.5   That the MRA Effectiveness Working Group undertake a work item to develop ways of measuring the effectiveness of the APLAC MRA and of accreditation.

GA RES. 13.6   That the proposed changes to the terms of reference of the Technical Committee be endorsed.

GA RES. 13.7   That a permanent sub-committee, convened by Nigel Jou, to deal with APEC TEL issues be set up under the Technical Committee.

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13th APLAC GENERAL ASSEMBLY (closed session)

GA RES. 13.1c   That the audited accounts for 2006 be accepted.

GA RES. 13.2c   That the proposed budget for 2008 be endorsed.

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14TH APLAC GENERAL ASSEMBLY

GA RES. 14.1   That, as allowed under clause 5.4.3 of the APLAC Constitution (SEC 052), the ballot to fill the vacant positions on the Board of Management be conducted with one vote per member.

GA RES. 14.2   That, as the Immediate Past Chair is not present, Wei Hao be appointed to oversee the conduct of the elections.

GA RES. 14.3   That the Minutes of the 13th APLAC General Assembly be accepted as a correct record of the meeting.

GA RES. 14.4   That the APLAC General Assembly endorses in principle offering accreditation bodies outside of APLAC the benefits of the APLAC MRA for RMP by means of a Contract of Cooperation.

GA RES. 14.5   That the current draft of the APLAC Strategic Plan be sent to the APLAC membership for 60 day comment.

GA RES. 14.6   That the General Assembly agrees in principle to consider applications for membership from the Central Asia region, with each application to be considered on its merits.

GA RES. 14.7   That the title of SEC 042 be changed to *APLAC Code of Ethics*, and sent out for 60 day comment.

GA RES. 14.8   That the revised APLAC Constitution be sent out for 60 day comment.

GA RES. 14.9   That the General Assembly accepts the Training Committee report and endorses its request for USD 40,000.00 funding in 2009 to hold the two proposed training courses/workshops.

GA RES. 14.10   That the General Assembly thanks Wei Hao for his many contributions to APLAC over the years, especially as Chair of the APLAC Training Committee.

GA RES. 14.11   That the General Assembly accepts the PIC report.

GA RES. 14.12   That the General Assembly thanks Ian Roy for his contribution to APLAC as the Chair of the Public Information Committee.

GA RES. 14.13   That the General Assembly accepts the PT Committee report, and endorses the changes to the Committee's terms of reference.

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GA RES. 14.14   That the General Assembly thanks Philip Briggs for his contributions to APLAC, first as Secretary of the PT Committee and more recently as Chair of the Committee.

GA RES. 14.15   That the General Assembly accepts the Technical Committee report, endorses the changes to the Committee's terms of reference and the proposed changes to the APLAC reading list.

GA RES. 14.16   That the General Assembly thanks Yoshi Uematsu for his contributions to APLAC as Chair of the Technical Committee

GA RES. 14.17   That the audited APLAC accounts for 2007 be accepted.

GA RES. 14.18   That the General Assembly endorses the agreed budget for 2009, being a deficit budget with a proposed deficit of USD 135,500.00.

GA RES. 14.19   That NATA be endorsed as the provider of the APLAC Secretariat for a further 5 years from 1 January 2009.

GA RES. 14.20   That the General Assembly endorses the signing of the MOU between APLAC and EA, and authorises the APLAC Chair to sign on APLAC's behalf.

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RESOLUTIONS OF 15TH APLAC GENERAL ASSEMBLY

GA RES. 15.1 That, as allowed under clause 5.4.3 of the APLAC Constitution (SEC 052), the ballot to fill the two vacant positions on the Board of Management be conducted with one vote per Full and Associate member present.

GA RES. 15.2 That, as there is no Immediate Past Chair, Barry Ashcroft be appointed to oversee the conduct of the elections.

GA RES. 15.3 That the Minutes of the 14th APLAC GA be accepted as a correct record of the meeting.

GA RES. 15.4 That the GA thanks Shaharul Sadri Alwi for his thorough and professional audit of the APLAC Secretariat.

GA RES. 15.5 That the APLAC GA commends the good work of the committees, and commends the closer cooperation among the committee Chairs.

GA RES. 15.6 That the APLAC GA endorses the changes to the Training Committee's terms of reference; that the APLAC GA accepts the report from the Training Committee, and the proposal to hold 3 APLAC training courses in 2010.

GA RES. 15.7 That the APLAC GA accepts the report and the proposed PIC workplan for 2010.

GA RES. 15.8 That the APLAC GA accepts the report and the proposed PT Committee work plan for 2010.

GA RES. 15.9 That the APLAC GA endorses the changes to the Technical Committee's terms of reference, and accepts the report and the proposed Technical Committee work plan for 2010.

GA RES. 15.10 That audited APLAC accounts for 2008 be accepted.

GA RES. 15.11 That, allowing for the adjustments mentioned above, the budget for 2010 be approved, with a projected deficit of USD 144K.

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