

DECISIONS OF THE FOURTH ILAC GENERAL ASSEMBLY, WASHINGTON, DC, 2 & 3 NOVEMBER 2000

ILAC DECISION GA 4.1

The General Assembly agreed that the Minutes of its Third Meeting held in Rio de Janeiro, Brazil from 19-20 October, 1999 be accepted as a true and correct record of the meeting.

ILAC DECISION GA 4.2

The General Assembly decided to admit the following new members:

<i>National Laboratories Accreditation Bureau (Egypt)</i>	<i>Full Member</i>
<i>Tunisian Accreditation Council</i>	<i>Full Member</i>
<i>General Directorate of Standardization (Albania)</i>	<i>Associate Member</i>
<i>Jordan Institute for Standards and Metrology</i>	<i>Associate Member</i>
<i>National Center for Accreditation of Kazakhstan</i>	<i>Associate Member</i>
<i>Mauritius Accreditation Service</i>	<i>Associate Member</i>
<i>National Council of Science and Technology (El Salvador)</i>	<i>Associate Member</i>

ILAC DECISION GA 4.3

General Assembly decided that the MOU be amended to delete the word multidisciplinary from clause 3.1.1 of the ILAC MOU

ILAC DECISION GA 4.4

General Assembly decided that the executive committee and the secretariat should pursue incorporation of ILAC in the Netherlands and that they continue to develop articles of association with a view to their being put to the membership for comments and ballot in the first half of 2001

ILAC DECISION GA 4.5

General Assembly decided to accept the offer from NATA to provide secretariat services for a further term of two years under the conditions specified in the draft deed of agreement which the executive committee is now authorized to sign.

The General Assembly thanks NATA for its excellent service over the last four years.

ILAC DECISION GA 4.6

General Assembly welcomed the presentations from the Chair, Dr. Facklam and Mr. Pierre and agreed that the cooperation between ILAC and IAF be further strengthened through the following suggestions:

- *ILAC and IAF would establish a joint committee for planning future General Assemblies, meetings and the programs for such meetings*
- *There should be annual meetings between the ILAC executive and the IAF board and a common working group should be established to follow up on jointly agreed items*
- *Where ILAC and IAF have interests in common, joint working groups will be established*

- *ILAC and IAF would seek to liaise in communication and relationships with common stakeholders*
- *ILAC's and IAF's websites should be linked together*
- *Both ILAC and IAF should work together in support of initiatives in developing countries*
- *ILAC and IAF should develop a joint statement explaining to the market the relationship between ISO 9001 and ISO/IEC 17025*
- *ILAC and IAF should consider the possibility of a common workshop on the above subject*

ILAC DECISION GA 4.7

ILAC agreed to work with IAF for the planning of the meeting in 2001 with a view to trying to accommodate two General Assemblies into one week

ILAC DECISION GA 4.8

General Assembly accepted the APC proposal #2 for Impartiality Requirements dated 30 October 2000, and supported a postal ballot to affirm this decision

ILAC DECISION GA 4.9

The General Assembly endorses the existing terms of reference of the Laboratory Liaison Committee.

ILAC DECISION GA 4.10

The General Assembly adopts the report of the Chairman of the LLC and commends the LLC in its efforts to collaborate with bodies representing laboratory interests with a view to increasing the resources needed to service the work of the LLC.

The General Assembly endorses:

- *the election of Mr. David Stanger, representing UILL, as Chair of the Laboratory Liaison Committee*
- *Dr. Norbert Muller, representing Eurolab, as Vice Chair*
- *the appointment of Dr. Maire Walsh as the LLC observer to the ILAC MRA Arrangement Management Committee*
- *to levy a subscription fee to members of the LLC of €750 per year for 2 years as a contribution to the administration of the committee*
- *the resolution of the LLC to support the completion of an introduction to ISO 17025 prepared by Ms Lynne Neumann*
- *The resolution of the LLC to recognize that the LLC will, without delay, review the work program of the other ILAC committees and within available resources actively contribute to their top priority working groups.*

ILAC DECISION GA 4.11

The General Assembly requests that the APC continue to develop an ILAC logo and accreditation mark to promote the ILAC Arrangement membership in association with the wording in ILAC-APC (00)40. In the interim, ILAC Arrangement signatories should consider using the format proposed by the APC.

ILAC DECISION GA 4.12

The General Assembly decided that the Key Performance Indicators (KPI's) for arrangement evaluation developed under the APC should be used as a tool (not an additional requirement) for harmonizing evaluations in future, and the KPI's will be refined in light of experiences in their use. Such experiences both from ILAC and IAF will be collected by the APC for further development as an ILAC document.

ILAC DECISION GA 4.13

The General Assembly decided that ILAC will continue the work on harmonizing the Arrangement documents with IAF.

ILAC DECISION GA 4.14

The General Assembly decided that ILAC will conduct an evaluation training program on common elements jointly with IAF in 2001. Based on that experience, a decision will be made on the nature of joint training activities beyond that time.

ILAC DECISION GA 4.15

The General Assembly decided that ILAC will continue to promote acceptance of its work by authorities and continues to seek cooperation with IEC/CAB-schemes and customer organizations

ILAC DECISION GA 4.16

The General Assembly decided that ILAC will identify and pursue opportunities for assistance for developing countries to develop their laboratory accreditation infrastructure in the joint working group with IAF

ILAC DECISION GA 4.17

The General Assembly decided that ILAC will identify those ILAC documents that are required for implementation of the ILAC Arrangement and determine the relationship of other documents developed by regional groups to the ILAC documents

ILAC DECISION GA 4.18

The General Assembly requested that the APC continue to study the issue of resources for evaluation of the regions and unaffiliated accreditation bodies

ILAC DECISION GA 4.19

The General Assembly endorsed that the APC's working groups be restructured to cover:

- WG 1: Arrangement Documentation*
- WG 2: Evaluator training and enhancing of the arrangement*
- WG 3: ILAC's profile to national and international authorities*
- WG 4: Relation to other conformity assessment schemes and customers*
- WG 5: Developing countries assistance*

ILAC DECISION GA 4.20

The General Assembly notes the output of the Technical Accreditation Issues Committee and adopts the following document: "Guidance for accreditation to ISO/IEC 17025"

ILAC DECISION GA 4.21

The General Assembly endorses the recommendations of the TAIC to finalize the following documents:

- ***“ILAC Policy on Traceability of Measurement results”***
- ***“Strategy to introduce the concept of measurement uncertainty in testing in connection with the introduction of the standard ISO/IEC 17025”;***

And to send them out for parallel comments and voting.

ILAC DECISION GA 4.22

The General Assembly endorses the recommendation of the TAIC to use the EPTIS database as the ILAC database with providers of proficiency testing and asks TAIC to elaborate the technical and financial conditions for the further development of the EPTIS database towards a worldwide database under the auspices of ILAC.

ILAC DECISION GA 4.23

The General Assembly endorses the recommendation of the TAIC to withdraw the following ILAC Guidance documents:

- ***ILAC G1:1994 “Guidelines for the Establishment and Review of Mutual Recognition Agreements”***
- ***ILAC G5:1994 “Calibration and Maintenance of Test and Measuring Equipment”***
- ***ILAC G6:1994 “Guidance under ISO/IEC Guide 25 for Laboratories Performing Sampling”***

ILAC DECISION GA 4.24

The ILAC General Assembly notes the future publication of ISO 15189 (Medical Laboratories) and endorses the recommendation of the TAIC that:

- ***ISO 15189 may be used to provide accreditation for medical laboratories as soon as the standard is available; and***
- ***Accreditation is covered by the ILAC Arrangement for testing.***

ILAC DECISION GA 4.25

The General Assembly asks the TAIC to revise the ILAC Guidance document ILAC G7: “Accreditation Requirements and Operating Criteria for Horseracing laboratories”.

ILAC DECISION GA 4.26

The General Assembly endorses the Terms of Reference of the Technical Accreditation Issues Committee, as presented in the report to ILAC 2000

ILAC DECISION GA 4.27

The General Assembly endorses the Work Program of the TAIC including the following topics:

Traceability; forensic laboratories; EMC; surveillance and re-assessment; scope of accreditation; calibration intervals; uncertainty of measurement in calibration; grading of non-conformities; inspection (in cooperation with IAF); internal audits and management

review; opinions and interpretations; proficiency testing; reference materials; uncertainty of measurement in testing; and horseracing laboratories.

ILAC DECISION GA 4.28

The General Assembly endorses the proposed terms of reference and work program for the ILAC Public Affairs Committee for the period November 2000 to October 2002.

ILAC DECISION GA 4.29

The General Assembly accepts with pleasure the reports from the following regional bodies and appreciates the continuing cooperation and information sharing with these regions:

- ***APLAC***
- ***EA***
- ***IAAC***
- ***SADCA***

ILAC DECISION GA 4.30

The General Assembly accepts with pleasure the reports from the following international organizations and takes note of the numerous opportunities for cooperation and information sharing with these organizations:

- ***BIPM***
- ***IAF***
- ***IEC***
- ***ISO/CASCO***
- ***OIML***

ILAC DECISION GA 4.31

The General Assembly notes the recommendation for continued close cooperation with BIPM, and agreed to continue the annual tripartite meeting among executives of BIPM, OIML and ILAC.

ILAC DECISION GA 4.32

The General Assembly notes the appointment of:

Executive Committee

- ***Mr. Mike Peet as the Chair of ILAC for 2000-2002 by acclamation***
- ***Mr. Daniel Pierre as the Vice Chair of ILAC for 2000-2002 (and also as the EA representative)***
- ***Dr. Llew Richards as the APLAC representative***
- ***Mr. Reinaldo Figueiredo as the IAAC representative***
- ***Dr. Orna Dreazen as the representative of unaffiliated members***
- ***Dr. Hans-Ulrich Mittmann as the Chair of the APC by acclamation***
- ***Dr. Peter van de Leemput as the Chair of the TAIC by acclamation***
- ***Mr. Paul Davies as the Chair of the PAC by acclamation***
- ***Mr. David Stanger as the Chair of the LLC by acclamation***
- ***Mr. Peter Unger as the Chair of the AMC by acclamation***

- *Dr. Belinda Collins as immediate Past Chair*

Finance and Audit Committee

- *Mr. Hans Peter Ischi as the Chair of the Finance and Audit Committee by acclamation*

ILAC Committee Membership

- *The nominated members of the ILAC APC, TAIC, PAC, LLC, AMC, F&AC as detailed in the lists provided*

ILAC DECISION GA 4.33

The General Assembly accepts the report from Mr. Hans Peter Ischi, Chair of the Finance and Audit Committee, and directs the secretariat to continue to collect outstanding fees, as provided in Annex 4.

ILAC DECISION GA 4.34

The General Assembly accepts the financial report for 1999-2000 and the budget for 2000 from Mr. John Gilmour and agrees to a ten percent increase of fees for full members

ILAC DECISION 4.35

The General Assembly notes the Executive Committees intention to establish a Nominations Committee and to develop more detailed procedures for voting

ILAC DECISION 4.36

The General Assembly accepts with pleasure the kind invitation of Japan to host the ILAC 2001 General Assembly in Kyoto.

ILAC DECISION GA 4.37

The General Assembly notes that Mr. John Gilmour concludes his term as Past Chair. The General Assembly thanks John for his leadership of ILAC over the last six years as Vice Chair, Chair and Past Chair, and wishes John continuing success and happiness in his future.