DECISIONS OF THE SIXTH ILAC GENERAL ASSEMBLY

BERLIN, GERMANY

22 & 26 SEPTEMBER 2002

ILAC Decision GA 6.01
The General Assembly agrees that the Minutes of its fifth meeting held in Kyoto on November 2001 be accepted as a true and accurate record of this meeting.

ILAC Decision GA 6.02
The General Assembly accepts the report of the ILAC Executive Committee.

ILAC Decision GA 6.03
The General Assembly endorses the proposed ILAC Strategic and Business Plan and directs that it be used to progress the work of ILAC.

ILAC Decision GA 6.04
The General Assembly will review issues in the new ILAC Articles of Association and Bylaws related to structure, and participation of stakeholder members, including voting rights, and assigns the task of review to the Strategic Planning Group as a matter of priority.

ILAC Decision GA 6.05
The General Assembly agrees to appoint the ILAC co-Chair of the Joint Development Support Committee (JDSC) with a seat on the ILAC Executive Committee.

Arrangement Management Committee

ILAC Decision GA 6.06
The General Assembly endorses the continuation of the work outlined in the AMC Report**.**

Arrangement Council

ILAC Decision GA 6.07
The General Assembly accepts the report of the ILAC Arrangement Council and endorses the continuation of their activities.

ILAC Decision GA 6.08
The General Assembly welcomes the following new signatories to the ILAC Arrangement:
- IPQ (Portugal)
- BMWA (Austria)

Accreditation Policy Committee

ILAC Decision GA 6.09
The General Assembly welcomes the work being undertaken on ILAC-APC(02)58-1 *Harmonisation of ILAC Work with the Regions,* noting that the document will be distributed for comments and later for ballot.

ILAC Decision GA 6.10
The General Assembly recommends that APC circulate the New Membership Criteria paper (ILAC-APC(02)77) within the APC for members' views within 30 days, and circulate a revised version of the paper to ILAC members for a 60 day comment period.

ILAC Decision GA 6.11
The General Assembly directs the APC to relate its work to the ILAC Strategic and Business Plan and develop an action plan with associated costs.

ILAC Decision GA 6.12
The General Assembly recommends that the Working Group on Arrangement documentation continue its work to update and add to the P-series documents with balloting of the ILAC membership for any substantive changes.

ILAC Decision GA 6.13
The General Assembly agrees that the Key Performance Indicators (KPI) document should be balloted by the ILAC membership as a formal P-series document.

ILAC Decision GA 6.14
The General Assembly encourages the continuation of the work of the joint ILAC/IAF working group on Harmonisation of Peer Evaluation Processes.

ILAC Decision GA 6.15
The General Assembly agrees that ILAC propose to IAF to include the development of appropriate training documents for peer evaluators into the terms of reference of the joint ILAC/IAF working group on Harmonisation of Peer Evaluation Processes.

ILAC Decision GA 6.16
The General Assembly agrees that ILAC propose to IAF that the ILAC Accreditation Policy Committee Working Group 2 "Evaluator training and enhancing of the arrangement" co-operate on the timing and venue of meetings and by correspondence with the IAF MLA MC Training Subcommittee of the Joint Working Group for Management of Peer Evaluator Training on topics of mutual interest, including preparation of documents and the performance of training sessions.

ILAC Decision GA 6.17
The General Assembly asks that the regions inform the ILAC Secretariat at least two months in advance of their training courses planned for evaluators (team leaders and team members) as part of the obligations as recognised regions.

ILAC Decision GA 6.18
The General Assembly recommends that the APC WG2 add to their terms of reference the development of documents for monitoring the performance and training of evaluators.

ILAC Decision GA 6.19
The General Assembly accepts the following criteria for A-Category Liaison with other organisations:
- There is mutual interest in influencing the work;
- They are acting in a manner similar to ILAC; ILAC wishes to co-operate with them;
- They are technical organisations that provide international traceability.

If an organisation only wishes to be fully informed by ILAC, it is classified as B-Category Liaison.

ILAC Decision GA 6.20
The General Assembly endorses early development of priority projects for practical co-operation with ICSCA and proposes the realisation of a workshop on support for suppliers' declarations of conformity by laboratory accreditation. This is in harmony with Goals 5.1.2, 5.3.5 and 5.5.1 of the ILAC Strategic and Business Plan.

ILAC Decision GA 6.21
The General Assembly agrees to continue with the development of closer co-operation between the IEC-Conformity Assessment Board (CAB), notes that joint Technical and Policy Panels have been established to pursue specific activities for co-operation including arrangement of joint assessments, and supports the draft CAB/ILAC Statement of Intent (ILAC-APC(02)11) for formalising co-operation. This is in harmony with Goals 5.1.2, 5.3.5 and 5.5.1 of the ILAC Strategic and Business Plan.

ILAC Decision GA 6.22
The General Assembly endorses the proposed future work program of 10 items (ILAC-APC(02)97) for the APC PT Policy and Co-ordination Working Group and asks the APC and TAIC to work in close co-operation and to co-ordinate their programs. This is in harmony with Goals 5.2.2, 5.2.3, 5.3.1 and 5.4.1 of the ILAC Strategic and Business Plan.

ILAC Decision GA 6.23
The General Assembly endorses the establishment of a Working Group on Policy on Reference Materials and encourages balanced participation by accreditors, developed and developing economies, RM producers, and RM users taking into account existing developments and asks the two committees to work in close co-operation and to co-ordinate their working programs.

ILAC Decision GA 6.24
The General Assembly accepts the following priorities for participation in ISO and ISO/CASCO working groups as:
Priority 1: ILAC representative must attend and participate;
Priority 2: ILAC representative must be able to review and comment on ISO and ISO/CASCO documents;
Priority 3: ILAC representative must simply be aware of activities.

ILAC Decision GA 6.25
The General Assembly endorses collaboration with ISO and ISO/CASCO as proposed by the APC WG 7.

ILAC Decision GA 6.26
The General Assembly endorses the APC work on the ILAC Mark and, pending the result of a postal ballot, will proceed with the registration of a single ILAC Mark in the manner as proposed by the APC task force (ILAC-APC(02)62) under the auspices of the Joint Committee for Closer Co-operation (JCCC). Management of the registration process will be the responsibility of the ILAC Executive.

ILAC Decision GA 6.27
The General Assembly endorses that, pending the result of the postal ballot, ILAC should further explore, under the auspices of the JCCC, the matter of having a common (joint) mark with IAF (e.g. for use in the inspection body program).

ILAC Decision GA 6.28
The General Assembly supports closer co-operation between the ILAC and IAF Arrangement Management Committees.

Technical Accreditation Issues Committee

ILAC Decision GA 6.29
The ILAC General Assembly mandates the TAIC to negotiate with OIML the joint publication of the document *Calibration Intervals*, the revision of OIML Document D10.

ILAC Decision GA 6.30
The General Assembly endorses the proposal of the TAIC to distribute the document *Minimum Requirements for Participating in Proficiency Testing Schemes* for a formal 60 days vote. After approval the document will be published in the P-series.

ILAC Decision GA 6.31
The General Assembly endorses the proposal of the TAIC to publish the guidance paper on the *Use of Proficiency Testing as a Tool for Accreditation in Testing* in the G-series, provided that the required majority is reached.

ILAC Decision GA 6.32
The General Assembly endorses the proposal of the TAIC to distribute the approved EA document on the *Selection and Use of Reference Materials* to ILAC member bodies for comment, with the aim for it to become an ILAC document to replace ILAC G9:1996.

ILAC Decision GA 6.33
The General Assembly confirms that, following the resolutions from the previous two ILAC General Assemblies in relation to the accreditation of medical laboratories:
- On publication of ISO 15189 – *Medical Laboratories* as a standard, medical laboratories may be accredited to that standard as an alternative to ISO/IEC 17025.
- BIPM is working on improving traceability and measurement uncertainty in medical testing. The work of BIPM shall, when completed, be considered by the accreditation bodies for both ISO/IEC 17025 and ISO 15189.

Public Affairs Committee

ILAC Decision GA 6.35
The General Assembly endorses the terms of reference and work program of the ILAC PAC for the 2002 – 2004 term.

Laboratory Committee

ILAC Decision GA 6.36
The General Assembly adopts the report of the Chair of the LC and commends the LC in its ongoing activities to collaborate with bodies representing laboratory interests.

ILAC Decision GA 6.37
The General Assembly endorses the decision of the LC to develop its work program in support of the ILAC Strategic and Business Plan and to actively participate in the work programs of other ILAC committees and the activities of the ILAC/IAF JCCC.

ILAC Decision GA 6.38
The General Assembly endorses: -
- the election of Mr Anthony Anderson, representing NCSL International, as Chair of the Laboratory Committee;
- Dr Maire Walsh, representing EURACHEM, as Vice Chair of the Laboratory Committee;
- the levy of a subscription fee to members of the LC of Euro 750 per year in 2003 and 2004 as a contribution to the administration of the LC.

ILAC Decision GA 6.39
The General Assembly endorses the revised terms of reference of the LC amended to implement the ILAC Bylaws.

Joint Development Support Committee (JDSC)

ILAC Decision GA 6.40
The General Assembly accepts the report of the JDSC and endorses their terms of reference and work program for 2002 - 2003.

ILAC Decision GA 6.41
The General Assembly encourages all members from developing economies to participate in the information gathering activities of the JDSC.

ILAC Decision GA 6.42
The General Assembly encourages its members from developing economies to participate in development projects, but recognises that ILAC will not be able to provide for their complete needs.

ILAC Decision GA 6.43
The General Assembly supports the development of a UNIDO/ILAC/IAF/ISO/IEC/BIPM/OIML project to provide assistance for developing countries, and those in transition, to establish appropriate technical infrastructures to meet their industrial and trade needs.

ILAC Decision GA 6.44
The General Assembly endorses the preparation of guidelines, based on a joint ILAC/UNIDO document, on the establishment of accreditation bodies for laboratories in developing economies.

ILAC Decision GA 6.45
The General Assembly endorses the establishment of a working group to develop policies for a database containing accreditation bodies' scopes.

ILAC Decision GA 6.46
The General Assembly expresses its appreciation to PTB and NIST for organising and funding the seminar for developing countries on accreditation, and the preparation of a letter to NIST and PTB recognising the support provided.

ILAC Decision GA 6.47
The General Assembly encourages the JDSC to prepare future seminars, seeking more participation of speakers from developing countries.

ILAC Decision GA 6.48
The General Assembly recognises the important collaboration between UNIDO and ILAC in delivering Pre Peer Evaluations for Columbia, Cuba, Egypt and Tunisia. Both ILAC and UNIDO strongly desire continued co-operation in this area.

Finance and Audit Committee

ILAC Decision GA 6.49
The General Assembly accepts the report of the Finance and Audit Committee.

ILAC Decision GA 6.50
The General Assembly accepts the audited financial accounts for 2001.

ILAC Decision GA 6.51
The General Assembly notes the financial report to June 2002.

ILAC Decision GA 6.52
The General Assembly approves the budget to 31 December 2003, as proposed by the ILAC Executive Committee.

ILAC Decision GA 6.53
The General Assembly accepts the formula for setting fees for ILAC membership as proposed by the ILAC Executive Committee.

ILAC Decision GA 6.54
The General Assembly resolves to establish a fixed fee of US$10,000 for bodies who choose to dis-affiliate from a region and join ILAC as an unaffiliated body.

ILAC Decision GA 6.55
The General Assembly notes the reports from the following international bodies:
- IAF
- BIPM

ILAC Decision GA 6.56
The General Assembly endorses continued co-operation with BIPM and directs the TAIC to consider proposals made particularly with respect to co-operation on measurement uncertainty.

ILAC Decision GA 6.57
The General Assembly ratifies the Executive Committee decision to admit the following organisations as Associate Members:
- Ecuadorian Accreditation Body   Ecuador
- The International Accreditation Registry (IAR) USA
- Uzbek State Centre for Standardisation,
  Metrology and Certification   Uzbekistan
- Ministry of Industry, Trade,
  Energy and Mines   Morocco
- State Inspectorate for Standardization
  and Metrology   Kyrgyz Republic
- Quality Management Program
  – Laboratory Services (QMP-LS)   Canada
- Assured Calibration & Laboratory
  Accreditation Select Services (ACLASS)   USA

ILAC Decision GA 6.58
The General Assembly ratifies the Executive Committee decision to admit the following organisation as a Stakeholder Member:
- Canadian Association for Environmental Analytical Laboratories (CAEAL) Canada

ILAC Decision GA 6.59
The General Assembly adopts the revised ILAC Articles of Association and Bylaws (dated 23 September 2002, and amended 26 September 2002), and asks that incorporation be progressed as a matter of urgency. Implementation of the new Articles of Association and Bylaws will take place from the date of incorporation.

ILAC Decision GA 6.60
The General Assembly resolves, following incorporation, to review the wording of ILAC Bylaw B 5.7.1 (d).

ILAC Decision GA 6.61
The General Assembly requests the Executive Committee urgently address the issue of the format and scheduling of future joint meetings, taking into account the feedback from members.

ILAC Decision GA 6.62
The General Assembly expresses its deep appreciation of the excellent work done by the host body DAR, and to the other organisers involved, which resulted in a very successful conference and ILAC General Assembly.